

**FRANKLIN COUNTY EVENT CENTER
FACILITY USE AGREEMENT**

It is Franklin County’s desire that all patrons who periodically use a county building, room, pavilion, or other county property (“Facility”) are able to enjoy the Facility. This agreement has been set in place to achieve that goal.

The person signing this agreement and/or the organization on whose behalf the Facility rental is being made (collectively the “Renter”) are responsible for compliance with this agreement. All Renters are required to read and sign the Facility Use Agreement as part of the rental and before the facility can be used by the renter. Please read carefully, fill out Facility, Renter, and event sections, and sign at the end of this document. **Please return the signed agreement with the proper fees to Franklin County.**

1. RENTER INFORMATION

Contact name _____
Tel.: Cell _____ Home/Work _____
Organization _____
Address, City, State, Zip _____

2. EVENT INFORMATION

Description of event _____

3. DATE(S) OF EVENT _____

4. Time event begins (incl. set up) _____ Time event ends (incl. clean up) _____
Available times are from 7:00 a.m. to 11:00 p.m.

5. **Event Center:** Renters using the Event Center; the building will be unlocked at the time you listed above and you must contact Lana Jenkins (208) 317-7677 immediately following the completion of the event.

6. FEES

- Franklin County requires a rental fee and/or a deposit from Renter, which will be collected by the County. The Rental Fee and Deposit must be paid separately if using checks. The deposit will only be taken in the form of Cash or a Check. The deposit shall be returned in full after the event is complete, the facility is clean, and there is no damage to the facility.

- **FACILITY FEES:**

- Cleaning Deposit: \$150/Event

- Event Fees:

- Franklin County Resident: \$40/Hour or \$400/Day

- Non-County Resident: \$50/Hour or \$500/Day

- Franklin County may charge an additional amount for any event continuing past the ending time stated in this agreement.
- Renter is responsible for any lost keys, and any costs that the Franklin County might incur to replace and/or re-key the Facility.
- Renter shall be responsible for any and all damage to the Facility and/or its contents during use. In the event the Facility is damaged, Renter shall be charged for any and all janitorial and/or repair fees, and costs including time and materials, incurred by Franklin County as a result of same and these fees and costs shall be billed to Renter.

7. **SET UP / CLEAN UP / DECORATIONS**

- Renter, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the Facility prior to or after the event time period. Renter shall be responsible for arranging access during the time requested for entry and exit of the Facility.
- Renter shall not prepare or decorate the Facility prior to the event start time, unless Renter provides rental fees and deposits for the time of the preparation and/or decoration.
- Renter shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes or other forms of fasteners (including tape on the walls) into any part of the Facility.
- Renter shall be responsible for all clean-up of the Facility at the end of the rental. Renter shall also leave all fixtures, if any, in good working condition.
 - ✓ **GARBAGE:** Renter shall pick up, bag, and remove all trash, leaving the Facility clean and free of all trash and litter.
 - ✓ **TABLES & CHAIRS:** Renter is responsible for covering tables with their own table cloths or paper. Tables and Chairs are to be put away when finished.
 - ✓ **VACUUM, SWEEP, AND MOP FLOORING.**
 - ✓ **RESTROOMS/TOILETS** Renter is to check and flush all Toilets, and empty garbage's.
 - ✓ **DISHES/ DISH TOWLES:** Renter shall wash and put away any dishes used. Dirty dish towels are to be left in a pile on kitchen counter.

8. **EQUIPMENT / ACCESSORIES.**

- Renter shall not remove, relocate, or take Franklin County property outside of the Facility for any reason.
- Franklin County does not provide audio/visual systems, public address systems, spotlights, floodlights, or projectors. Renter, at its own cost, may bring these systems into the Facility for their use.

9. **MISCELLANEOUS**

- Renter shall comply with all local, state, and federal laws and regulations related to the use of the Facility.
- Alcohol and Smoking are not permitted at the Facility.
- Franklin County is not responsible for injuries that may occur while using the facility.
- No animals are permitted at the Facility, with the exception of service dogs.
- If Renter violates any part of this agreement or reports false information to Franklin County, Franklin County may refuse Renter further use of the Facility and Renter shall forfeit a portion of or all of the deposit.
- Any person aggrieved by Franklin County's decision with respect to this agreement may appeal to the Franklin County Commissioners in writing no later than five (5) days after Franklin County's decision has been communicated to the aggrieved party.

The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.

Signature: _____

Date: _____

Print name: _____

FRANKLIN COUNTY USE ONLY: Rental fee _____ Deposit _____ Total paid _____ Deposit returned _____