

Send Application by email to: lytton@purdue.edu or by Mail to: 102 N 4th Street, Suite B Flora IN 46929

Carroll County Event and Education Center

102 N Fourth Street, Suite A
Flora, IN 46929
Email: floracommunityclub@gmail.com
www.FloraCommunityClub.org

RENTAL APPLICATION

Name of Applicant				Admission Charged? Yes <input type="radio"/> No <input type="radio"/>	
Name of Organization					
Address					
Phone		Email			
Date(s) of Event		# Days: (A)		Hours:	
Name of Event					
Brief Description					

Spaces Required:

<input type="checkbox"/>	(LC) Learning Center (max 40)	_____ (KT) Kitchen separate rental/custodial fees not counted in # of Spaces (B)
<input type="checkbox"/>	(LGR1) Large Group 1 (W side near kitchen) (max 100)	
<input type="checkbox"/>	(LGR2) Large Group 2 (E side near office) (max 100)	
<input type="checkbox"/>	(B) TOTAL NUMBER OF SPACES (used in custodial fee below)	

	LESSEE TYPE	Qualified Nonprofit Organizations ⁽¹⁾ (No Fund Raisers)	Personal Use or Nonprofit Fund Raisers (2) (reunions, receptions, dinners)	Commercial Use (3)
(C)	Rental Fees	<input type="checkbox"/> 0-50 people = no fee <input type="checkbox"/> 50-100 people = \$50 <input type="checkbox"/> >100 people = \$75 =	<input type="checkbox"/> 0-50 people = \$50 <input type="checkbox"/> 50-100 people = \$100 <input type="checkbox"/> >100 people = \$150 =	<input type="checkbox"/> Learning Center = \$100 <input type="checkbox"/> 1 large group room = \$200 <input type="checkbox"/> 2 large group rooms = \$300 =
(D)	Commercial Kitchen Rental \$50 - to 4 hrs ; \$100 4- 8 hrs			
(E)	Total for Day 1 (C) + (D) =			
(F)	IF MULTIPLE DAYS (E) x 1/2 x (A) = (Additional days @ ½ rental rate)			
(G)	Custodial Fee - based on # spaces (no Custodial Fee if only renting Kitchen) (B) x \$30 x (A) =			
(H)	Kitchen Custodial Fee⁽⁴⁾ (A) x \$50 =			
(I)	TOTAL (E) + (F) + (G) + (H) =			

¹ Nonprofit organizations must be approved by the Flora Community Club to claim a nonprofit rate. Annual use contracts are available for regularly scheduled uses (monthly meetings, etc.) Political organizations do not qualify for nonprofit rates unless §501(c)(3).

² Nonprofit fund-raising activities are charged at the Personal Use Rate – Commercial use is all other for-profit uses.

³ Commercial use is any use where items are offered for sale. This includes auctions, garage sales, flea markets and craft sales.

⁴ Kitchen Custodial Fee is required any time food is served in the building, even if kitchen is not being specifically rented/utilized.

Amenities Requested (indicate quantity needed – quantity available in parenthesis)

	8-foot white tables (38)	8-foot brown tables (14)	72" white round tables (8)	Video Screen (1)
	White folding chairs (80)	Steel folding chairs (100)	Microphone (2)	Multi-media projector (1)
Other				

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RENTAL FEES MUST BE PAID IN FULL SEVEN DAYS PRIOR TO EVENT

Total Fee = (I) from other side	\$	Deposit is due upon reservation of space. Rental fee must be paid in full, along with submission of proof of insurance, seven (7) days before event and before key will be released.
Refundable Deposit (not required for County Government 4H/Purdue Extension)	\$100.00	
Proof of Insurance is attached (must include "Carroll County Commissioners and Flora Community Club")		
An up-to-date Proof of Insurance is on file with the Education Center Office (regular, pre-approved users)		
Check payable to Flora Community Club (deposit may be included with rental fee on one check)		

Essential Policies

- For use by Carroll County Government or Purdue Extension, Carroll County, talk to the Purdue Extension, Carroll County Office
- All rental rates are charged per day and buildings must be clean and vacated by 12:00am (midnight) on the day of the rental.
- Reservation dates are processed on a first come, first served basis.
- Please note that the building may have as many as four uses happening simultaneously, and the Extension Office is located in the building and open during normal business hours.
- Early access to the building prior to your reserved time is subject to the discretion of the Flora Community Club and based upon the custodial schedule and other uses prior to your event.
- No reservations accepted more than 12 months in advance, except by written permission from the Community Club.
- You must provide a "Certificate of Liability Insurance" in the amount of \$500,000 (individual or family group) or \$1,000,000 (businesses, organizations, etc.) naming the Carroll County Board of Commissioners and the Flora Community Club on the Certificate. For regular users, a Certificate must be on file with the Education Center and updated annually.
- Cancellations will be accepted with full refund up to 7 days prior to the scheduled usage. Cancellation after the 7-day window will result in a forfeiture of the deposit.
- Items left on the premises will be disposed of after two weeks and after attempt to contact event organizer.
- NO SMOKING in the building or within 8 feet of any building entrance.
- NO ANIMALS except service animals (4H animals only through Extension Office).
- NO ALCOHOL.
- Please leave the building as you found it – return chairs and tables to original location, etc.

APPLICANT(S) ACKNOWLEDGMENT:

We have read and fully understand the Essential Policies of the Flora Community Club governing the use of these facilities as listed on the reverse side. We agree to strict observance of these rules and regulations, and to be financially responsible for any damage to the building and grounds due to such use. We understand that failure to abide by these rules could result in forfeiture of our deposit. We understand that a Certificate of Insurance must be provided when rental rates are paid or we will NOT be allowed to use the building.

Signature			
Printed Name			
Name of Group			
Date Signed			
Date Fee Received		Received By	

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LESSEE'S RESPONSIBILITIES FOR THE EVENT AND EDUCATION CENTER

Thank you for using the Carroll County Event and Education Center (CCEEC) for your event. The following information is provided to assist you in knowing the responsibilities you have during the use of the facilities.

BEFORE LEAVING THE PREMISES:

General	
	Make sure all lights are off in the building, including the restrooms (east restrooms have automatic lights)
	Make sure all doors are closed and securely locked – be sure hex key is in “locked” position.
	Leave the space as you found it – put tables and chairs away or back into original configuration, return podium or other items to where you found it.
	Pick up trash, seal in trash bags (tie up bags) and place inside near exit doors. TAKE CARE THAT BAGS DO NOT LEAK!
Learning Center	
	Make sure all equipment is properly shut down.
	Wipe off tables and chairs.
	Pick up all trash and place in the plastic bags in the trash containers.
Large Group Spaces	
	Wipe off tables and chairs. Place them on the appropriate carts and store them in the storage closet.
	Sweep the space. (Brooms found in mechanical room behind kitchen.)
	Pick up all trash and table coverings.
Kitchen	
	Wipe off countertops and stove top.
	Check to make sure that the stove is turned off.
	Make sure all left over food is removed from the refrigerator.
LEAVE KEY IN EXTENSION OFFICE MAILBOX (102 B) ON SOUTH EAST CORNER OF BUILDING.	

Refund of the deposit will be determined by the condition of the building after use and adherence to the covenants and conditions found in the rental agreement.

COMMENTS

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Signature	
Name of Signer	
Date Signed	

If you find that you need assistance during your rental, please call or text **Climatek** at: 765-414-0976 or 765-414-3970.