



# Empowerment Center Rental/Usage Agreement

User/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organizational Status: For Profit \_\_\_\_\_ Non-profit \_\_\_\_\_ Other \_\_\_\_\_

## EVENT DETAILS

Event Date/Dates: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

\*Please indicate time for set up and break down

Event Name/Type: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

## SPACE & EQUIPMENT NEEDS

Space Requesting use of: (please select)

Large meeting space (over 12 people)

Small meeting space (under 12 people)

Conference room

Technology Required: (please select)

Wifi

TV from presentations (connects to laptop)

Please read through this form in its entirety before submitting your request. This will ensure that the Empowerment Center meets your needs and outlines the terms and conditions for use. After reading through this information please fill out all necessary information, sign and return to Home@UNHS.org

## USAGE REQUEST PROCEDURES & INFORMATION

1. Requests to use the Empowerment Center will be accepted and approved on a first come, first serve basis.
  2. Requests should be submitted a minimum of 7 days in advance and can be emailed to: Home@UNHS.org or dropped off/mailed to the HomeOwnershipCenter (1611 Genesee Street, Utica, NY 13501)
  3. You must be 21 years of age or older to request usage of the Empowerment Center.
  4. For activities involving minors, there must be a responsible adult over age 21 in charge for the entire duration of the event.
  5. Regular hours of operation for request: 9:00am-9:00pm, Monday-Saturday. The User is responsible for ensuring that the User, and Users directors, officers, employees, agents, members, representatives, guests, invitees, or other persons (collectively referred to as participants) leave the Empowerment Center promptly once the assigned usage time has expired. Facility must be vacated by 9:00pm
  6. Requests for usage outside of regular business hours will be considered on a case by case basis.
  7. **Personal Property:** we are not responsible nor liable for the theft, loss or damage to materials, equipment, or other personal property of the User or participants.
  8. After the completion of the event, the User shall leave the space in the same or similar condition as it was in prior to the event.
  9. **Clean up:** User will be responsible for clearing all trash generated at the event and depositing it in the proper waste receptacles on site. **Food is not to be left behind after the event. If particles are on the floor, User is responsible for sweep-ing and disposing of items in the proper waste receptacles.**
- HomeOwnershipCenter employees have the right to enter the space at anytime.

- 10. Conduct - the conduct of all event participants, spectators, service providers and volunteers while on the property shall be the responsibility of the User.
- 11. Restrictions: Events that include any physical activity including but not limited to dancing, exercise of any kind is not permitted.

**BUILDING RULES**

- 1. Smoking is prohibited inside the building. The burning of incense or any open flame, such as candles, is not permitted.
- 2. Events must conclude no later than 9:00pm (unless prior approval is given).
- 3. An inventory is kept of all Empowerment Center items. Damaged or missing items may result in the forfeit of future use of the space.
- 4. Set-up is the responsibility of the User. Please allow enough time for set up and clean-up when requesting use of the space.
- 5. Alcoholic beverage are not allowed in the Empowerment Center.

**DAMAGES**

Beyond ordinary wear and tear, User shall be responsible for any damages caused by User or User event participants. In the event that User does not make any necessary repairs, the HomeOwnershipCenter (Utica Neighborhood Housing Service Inc.) shall arrange for the repairs at User expense

**REVOCACTION**

HomeOwnershipCenter (Utica Neighborhood Housing Service Inc.) shall have the right to revoke the permission at any time prior to the event date, provided it gives User written notice of revocation.

**INDEMNIFICATION AND HOLD HARMLESS**

User agrees to indemnify and hold the HomeOwnershipCenter (Utica Neighborhood Housing Service Inc.) harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees claimed, filed, alleged or brought as a result of the use of the Empowerment Center and to reimburse the HomeOwnershipCenter (Utica Neighborhood Housing Service Inc.) for any and all expenses incurred by it as a result of any such claim, action, suit and procedures. User shall notify owner of any damage or injury of which it has knowledge in, to or near the Empowerment Center, regardless of the cause of such damage or injury.

**ACKNOWLEDGMENT OF UNDERSTANDING**

I have read this waiver of liability, assumption of risk and indemnification agreement, fully understand its terms and understand that I am waiving, releasing and/or giving up substantial rights, including my right to sue the HomeOwnershipCenter (Utica Neighborhood Housing Service Inc.). I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability against the HomeOwnershipCenter (Utica Neighborhood Housing Service Inc.) to the greatest extent allowed by law.

User signature

Date

\_\_\_\_\_

\_\_\_\_\_

User Name (print please)

\_\_\_\_\_

***For Internal Use Only***

Date Usage Request Received: \_\_\_\_\_

Request Status:            Approved \_\_\_\_\_            Denied \_\_\_\_\_            Date: \_\_\_\_\_

If Denied- Reason: \_\_\_\_\_



1611 Genesee Street, Utica, New York 13501