

The Link Rental Policy, Instructions, and Application

The following Rental Policy contains important information regarding the use of The Link Community Youth Center. It is imperative that you read and review **ALL** items listed.

Application

The Link rental applications may be obtained directly from The Link or by contacting The Link Community Youth Center Manager at Info@thelinkyork.com. The application date is the date the application is received. All rentals for any Spry church member, non-church member, or organization require an application. No rental shall be considered until a completed and executed application is submitted to the youth center manager, together with the appropriate fees (including the necessary security deposit), at a time no later than two weeks after the application date. All rentals are subject to the approval of the youth center manager.

Rental Fee

- Non- Church Member - \$200.00 rental fee + \$100.00 refundable security deposit.
- Church Member - \$150.00 rental fee + \$100.00 refundable security deposit.

The Rental Fee must be paid in full at least 14 days prior to the rental date.

Cancellation Policy

A cancellation is required in writing via a letter or email submitted to the youth center manager. Refunds will occur as follows:

- If the written cancellation is received 14 days or less there will be no refund of the \$100 security deposit.

Time

Each rental shall be for a period of **six (6) hours**. Additional time (over the six-hour rental time for the function) is subject to the approval of the youth center manager at an additional cost of \$25.00 per additional hour. Additional time must be requested at the time of application.

Capacity

The maximum capacity inside the Youth Center shall be no more than **99 people**.

Set-Up

Event set-up must occur during the six-hour rental window.

Decorations

Decorations shall be limited to tables and counters only. No wall, ceiling, or window decorations shall be allowed. Any tape or materials used to hang decorations on counters or tables must be completely removed and free of residue.

Clean-up

Event clean-up must occur during the six-hour rental window. Rental party is responsible for cleaning the rental area, making sure all trash has been properly disposed of into trash bags, and placed inside the dumpster located in the Spry Church parking lot. The dumpster key must be returned to its location in The Link kitchen. Please be sure to dispose of any liquids into the kitchen sink.

ALCOHOL, DRUGS, and FIREWORKS are prohibited and having them at the Community Youth Center will result in a loss of security deposit.

Smoking Policy

This facility is a **NO SMOKING** facility; there will be no smoking on the property, inside or outside.

Indemnification / Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the Community Youth Center, its agents, servants, and employees from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

Damages

Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the youth center to its original condition.

Key Cost

There will be a \$25 (per key) fee to replace the key to the Community Youth Center or dumpster if either key is lost or not returned.

Insurance

Organizations and businesses are required to provide a Certificate of Insurance, extension from your homeowners, or business policy for General Liability Insurance. With policy limits of at least \$1,000,000 and such coverage will be in force for the duration of your event or activity. Private renters are not required to do so but it is strongly recommended.

Kitchen Clean-up

Renting party is responsible for the complete clean-up of kitchen area. Countertops should be wiped down, microwave and other appliances should be cleaned, bathrooms cleaned. Floors should be swept, trash should be placed in the outside dumpster (located across the street by Spry Church), clean sinks and surrounding area, do not leave excess food, condiments, or leftovers.

Cooking

Renting party is allowed to use the microwave and may bring in personal food warming appliances, such as crock-pots.

Kitchen Usage

Rental party must supply their own food, drinks, plates, bowls, cups, napkins, cutlery, kitchen paper towels, cleaning wipes and trash bags. Rental party must make the youth center manager aware if tables and chairs are needed prior to the event. Five tables and 50 folding chairs are available. The refrigerator and freezer are typically full and may not be available for use.

Policy Adherence

Date of Event _____

Type of Event _____

Name of Applicant _____

Address _____

Phone # (_____) _____

I have read, agree to/adhere to, the rental policy guidelines of The Link Community Youth Center.

Signature: _____ (Date) _____

(please initial each page of the agreement as visible proof of assent)

Rental Agreement

Rental Party _____

Date of Event _____

Time of Event _____

Rental Price _____

Signature of Rental Party

(Rental Party must be at least 18 years old)

Signature of Rental Representative
