

LCCC Equipment Rental Use Agreement

The Little Compton Community Center is pleased to provide equipment rentals to our members. Please read this contract carefully and fill in all requested information that is applicable to your rental. Thank you for your cooperation and support of the Little Compton Community Center!

- This contract must be completed in full and signed prior to pickup. You will receive confirmation (including rental charges) by email or telephone. Please provide both forms of contact if possible.
- Pickup and dropoff must occur by prearrangement, during operating hours.
- LCCC staff must supervise pickup and dropoff of the rented equipment.
- In an effort to uphold other rental agreements, a late fee of \$30/day will be incurred for any late returns.
- Please return the equipment in the condition you found it. If the equipment is damaged during rental, you will be responsible for repair or replacement.
- Payment is to be rendered at time of pick up. Any adjustments to charges will be billed to the contact person after the conclusion of your event including damage fees and late fees..
- At the discretion of the LCCC, a security deposit may be required at the time of booking. If applicable, the security deposit will be returned when all equipment is returned to the LCCC in good working order/condition.
- The Contact Person must be at least 18 years of age.
- The Contact Person is hereinafter referred to as “the renter”.

IMPORTANT: ALL ITEMS ARE RENTED “AS IS” WITHOUT ANY WARRANTY OF ANY KIND EXPRESS OR IMPLIED. The renter is encouraged to carefully inspect all items prior to use in order to determine that the item(s) are in good working order. The Community Center will not be responsible for any damages users suffer, and the renter shall indemnify and hold harmless the Community Center, its officers, employees, agents, including volunteers, from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, which may arise out of or be consequent upon the renter's use of the rented items.

We hope you enjoy the equipment and have a successful event. By signing this document, you agree to the terms and conditions outlined above.

Signature: _____ Date: _____

Equipment Rental Application

Name of Organization & Contact Person: _____

Phone Number: _____ Email: _____

Pick up Date: _____ Pick-Up Time: _____

Return Date: _____ Return Time: _____

Purpose of Rental: _____

Equipment Rental Fees	By the Day	# Requested	Fee (For Staff Use)
Art Panels	\$7 each		
Banquet Chairs	\$1.50/chair		
Chair Covers: Maroon, Beige, Royal Blue, Navy Blue	\$3 each		
Clear Acrylic Frames: 5x7 & 8.5x11	\$0.75 each		
Clipboards	\$0.75 each		
Folding Chairs	\$1.00/chair		
Microphone & Speaker	\$25		
Pop Up Tent	\$20		
Projector	\$30		
Projector Screen	\$15		
Tablecloths: Inquire for Colors and Sizes	\$6 each		
Tables: 6' Rectangle, 8' Rectangle, 5' Round, 4'x4' Square	\$7 each		

For Staff Use Only			
Date Request Rcv'd: _____	Approved: Yes/No _____	Notified By: _____	Payment Type: _____
Amount Due at Pickup: _____	Amount Paid: _____	Adjustments: _____	
Damages: _____	Deposit: _____	Late Fee: _____	