



## Community Room Rental Agreement

Entity (Business/Organization/Individual) \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

Date(s) of Use \_\_\_\_\_ to \_\_\_\_\_

What time do you need access to the space: \_\_\_\_\_

What time will you vacate the space (including clean-up) \_\_\_\_\_

Total Hours \_\_\_\_\_

Type of Function \_\_\_\_\_

Would you like access to the mini-fridge? (soft drinks, water, etc) \*See pricing      Yes                  No

Are you a member of the Nixa Area Chamber of Commerce?                  Yes                  No

I have read and understand the terms of this agreement.

### Representative's Signature

\_\_\_\_\_

Print name & title

Signature

Date

**A signed contract for use of the facility, a hold harmless agreement, and payment must be paid in full 3 days before the day of rental.**

The Nixa Chamber Community Room is made available within the confines of the terms, rules, policies, and fees for rent to the public without regard to race, sex, or creed.



**Community Room Rental Rates**

<b>Pricing</b>	<b>Over 3 hours</b>	<b>Less than 3 hours</b>
NACC Members	\$90	\$45
Non-NACC Members	\$120	\$60
Non-Profits (no paid staff)	No cost	No cost

**Access to Stocked Mini Fridge (water bottles, variety of soft drinks): \$30/day**

**Payment schedule:**

The balance of the rental fee is due 3 days before the date of the rental

**Cancellation/refund policy:**

1. If the renting party cancels the reservation 10 days or more before the event date, a 100% refund will be granted.
2. If the renting party cancels the reservation within 10 days of the event date, the renter can transfer the fee already paid to a new date subject to availability. In this case, the remaining balance would need to be paid 10 days before the new event date.

**Kitchen Use:**

1. Snacks and drinks will NOT be provided unless mini-fridge access is requested; however, you will have access to the kitchen.
2. If using the kitchen, the renter is responsible for cleaning the kitchen before leaving. A cleaning fee will be applied if the kitchen is left unclean.
3. Any dishes, silverware, cookware, etc. must be cleaned and put in their original drawer.



## **Nixa Chamber Community Room Instructions**

1. Please clean up afterwards.
  - a. Cleaning supplies are in the kitchen on the open storage shelving.
2. Take all trash to the dumpster behind the building.
  - a. Extra trash bags are in the kitchen on the open storage shelving.
3. Place tables and chairs as they were before your arrival.
4. Please erase all whiteboards and return markers and erasers.
5. Please place whiteboards along the walls.
6. Please turn off all lights before leaving.
7. After business hours, please use the Community Room door only

## **Equipment Use Instructions**

1. Laptop needs to be plugged into the HDMI cable located in the Southwest corner of the room (on top of the equipment stack)
2. TVs must be on HDMI 1 or PC to use as screens
3. Any audio embedded in your presentation will only come out of the TV closest to the equipment stack

**\*DO NOT OPEN THE EQUIPMENT STACK WITHOUT PERMISSION\***

## **Other Information**

- Wifi: Nixa Chamber Staff
  - Password: 902MtVernon



**HOLD HARMLESS/FACILITY USE AGREEMENT**  
**INDEMNIFICATION**

I, (print name) \_\_\_\_\_, on behalf of (Company or individual)

\_\_\_\_\_, understand and agree that as the renter of the Nixa Area Chamber of Commerce Community Room, I assume all of the risk to persons and property that might be connected with the use of said facility, and that the Nixa Area Chamber of Commerce will have no liability for personal injuries or property damaged, or both, suffered by any person or persons in connection with my use of said facility. Renter agrees to hold harmless the Nixa Area Chamber of Commerce from any/every penalty, claim, loss, cost damage, attorney's fees, and expense which might occur or be asserted by any person as a result of renter's use of the Nixa Area Chamber of Commerce Meeting Room. The Nixa Area Chamber of Commerce shall not be liable for damages to the renter arising from any act of any third party or by a third party or from any act not the act of the Nixa Area Chamber of Commerce. Renter agrees to indemnify and hold harmless the Nixa Area Chamber of Commerce from and against all claims of whatever nature arising from any negligent act, omission, or negligence of renter or renter's contractors, licensees, agents, servants, employees, or guests arising from any accident, injury, or damage whatsoever caused to any person caused by the negligent act, omission, or negligence of renter or renter's contractors, licensees, agents, servants, employees or guests, or to the property of any person occurring during the term hereof in renter's use of the Nixa Area Chamber of Commerce Community Room, or arising from any accident, injury, or damage occurring outside of the Nixa Area Chamber of Commerce building. This indemnity and hold harmless agreement shall include indemnity against all reasonable costs, expenses, and liabilities relating to or in connection with any such claim or proceeding and the defense thereof, including attorney's fees and court costs incurred by the Nixa Area Chamber of Commerce if the Nixa Area Chamber of Commerce must defend any action by any third party or enforce the terms of this agreement. I hereby release the Nixa Area Chamber of Commerce from all such liability and agree to indemnify the Nixa Area Chamber of Commerce, its Board members, its offices, its agents, and its employees, and to hold it and them harmless from any loss.

\_\_\_\_\_  
**Renter's Signature**

\_\_\_\_\_  
**Date**

Contact: Emily Foley, VP Operations

Nixa Area Chamber of Commerce | 902 W Mt Vernon St, Nixa MO 65714 | 417-725-1545