

## Facility Rental Policy

(updated 7/26/2021)

### 1. **Rates and Calculations**

Available Monday-Saturday 9AM-5PM\*

**Classroom Rental: Monday-Saturday 9AM-5PM - \$25/hour**

**Any hours outside of times above- \$50/hour if available**

3-hour minimum on all rentals. Rental time is calculated on total occupancy time, from the beginning of setup until the renter and all affiliates have exited the classroom.

During your rental term, the store and other unrented portions of the facility may be used by ReStore staff, volunteers, the general public, or another renter.

*\*If you rent outside of the regular ReStore operating schedule, no sales can take place during this time.*

### 2. **Discounts**

The following discounts may be applied to the base hourly rental rate. Discounts will not be applied to overage fees or other additional services. The Habitat for Humanity of Carroll Co. ReStore reserves the right to determine the renter's eligibility for discounts.

Nonprofit rental	15%
ReStore Sponsor	20%
High volume rental (20+ hours)	10%

### 3. **Included in Rental**

- Tables, stacking chairs, and television (can be used for presentations), an easel is available on request.
- Use of clean, accessible restrooms

### 4. **Not Included in Rental**

- Table coverings, please provide your own if bringing in food or drinks
- Table protection, please provide if using paint, glue, or other craft activities

### 5. **Reservation Process and Priorities**

All facility rental requests must be submitted to [restore.conf@cchabitat.org](mailto:restore.conf@cchabitat.org). Incomplete submissions will not be considered. All requests will be considered depending on availability.

Rental requests may require approval by the HFHCC Board of Directors. HFHCC reserves the right to refuse to rent the space for any reason, including, but not limited to, previous misconduct, safety concerns, inappropriate or inflammatory content, scheduling concerns, potential for facility damage, conflict of interest, program redundancy, or inadequate administration by the renter.

Rental requests will typically receive a response from a HFHCC representative within 1-2 weeks of submission. If the request is approved, contracts must be signed by a responsible party of at least 21 years of age, who must be present during all rental times. HFHCC cannot guarantee the availability of a date until a reservation down payment has been received. A tour of the space, by appointment only,

can be arranged in advance of submitting a rental request.

Renters are responsible for publicizing their own events. **HFHCC or ReStore images or logos may not be used in your publicity materials without prior approval.** The HFHCC may provide limited publicity for rental events, as determined appropriate at the sole discretion of HFHCC.

## 6. Staffing

At least one Habitat for Humanity of Carroll Co. ReStore staff member must be present at all times acting as the manager on duty during your rental. This staff member is primarily responsible for building security, customer service, and his/her other ReStore work during your rental period and therefore cannot assist with setup or technical needs in the classroom.

The room will be sanitized by a HFHCC member before and after each rental.

## 7. Additional Fees

- Use overage – base hourly rate, no discounts; Assessed if rental occupancy extends beyond estimated time.
- Cleaning fee - \$100/hour; Assessed if rented spaces not left in the same condition in which they were found.
- Property damage – Actual cost; Assessed as needed

## 8. Payment

All payments must be made according to the following schedule. Failure to adhere to the schedule may result in cancellation of reservation. Specific due dates and amounts will be calculated with each rental estimate. An additional bank fee will be assessed for any returned checks.

Down Payment – 10% of Estimate or \$100 (greater of the two)	Due: Upon execution of contract
• All reservations tentative until paid and contract signed • Refundable only if reservation canceled 3 months in advance of rental dates	
First Installment – 50% of Estimate	Due: 2 months prior to rental
• Nonrefundable; may be applied to rescheduled rental within 6 months	
Second / Final Payment – balance of estimate	Due: 7 days prior to rental
• Nonrefundable	
Settlement – overage and additional fees	Due: 2 weeks after billed
• Amount calculated within 5 business days after event • A 10% penalty will be assessed on late overage payments	

## 9. Insurance/Liability

All renters must provide a certificate of liability insurance for \$1 million to cover any injury, loss, or damages caused by the negligence of the renter or guests for the duration of the rental. This certificate must list as additional insured Habitat for Humanity of Carroll Co.

The renter is responsible for all costs associated with repair or replacement related to any damage or theft of the ReStore facilities, equipment, merchandise, art, or property resulting directly from a rental use. The renter is responsible for removing all materials, equipment, or other items brought into the building by the end of their rental time. HFHCC will not be responsible for any damage or loss to equipment or property owned by the renter or anyone using the space in connection with a rental event, including damage or loss from handling, theft, or acts of nature.

The renter agrees to indemnify and hold harmless the HFHCC ReStore, its officers, agents, employees, and volunteers from any and all claims, demands, causes of action, damages, liabilities, costs, and suits, arising out of, occurring, or resulting from any personal injury or damage to or loss of property of any nature, directly caused by, arising out of, or in any way connected with the rental and use of the Innovation Classroom rental.

## **10. Cancellation**

If renter opts to cancel the rental agreement for any reason, refunds or credits will be issued in accordance with the terms in the Payment section of these guidelines.

Violation of the rental guidelines or contract constitutes a forfeiture of all fees paid. Rentals canceled by Habitat for Humanity of Carroll Co. due to renter's violation of the agreement will not qualify for refunds or rescheduling.

In the circumstance that HFHCC must, at no fault to the renter, cancel a scheduled rental after executing a contract and accepting payment, the renter will receive a full refund of all fees paid.

In the case of a mutually determined weather cancelation, payments made towards the estimated rental may be rolled over into a rescheduled event at a mutually convenient date. Additional charges may apply. Specific snow dates will not be held in advance without full payment.

## **Appendix A: Food and Beverages**

The ReStore does not have facilities available for heating or cooling any food or drinks, including fridge space. Renters are allowed to bring their own food, as long as they clean up after themselves afterwards.

### **Receptions**

For classroom rentals, renters may provide light refreshments for guests at no charge. Habitat for Humanity of Carroll Co. reserves the right to limit the scope of food service and to determine placement of food and beverage stations as necessary in order to protect the store and classroom.

### **Alcohol**

This space is an alcohol-free zone. Renters may not serve or sell alcohol to their guests, nor will the renter or their guests be able to bring or consume their own alcoholic beverages on the premises.

## Rental Agreement Confirmation

Name:

Name of Company:

Email:

Rental Start Date/Time:

Rental End Date/Time:

Provide brief description of purpose of rental:

I \_\_\_\_\_, have read the rental agreement and understand the rules and requirements.

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Signature

Date

Please submit agreement to [restore.conf@cchabitat.org](mailto:restore.conf@cchabitat.org). Allow 5 business days to confirm your date.