

LEARN INC.

Facility Rental Request and Agreement

LEARN Inc., a non-profit school in operation since 2016 in Missoula, Montana, offers hourly rental space to private groups that support learning and education, support LEARN Inc.'s mission, support community development, and/or have a direct impact on the growth of the LEARN Inc. organization. Our multi-use space can serve various opportunities and needs, and can be tailored to accommodate both small and large groups. The space is ideal for movement activities and classes, lectures and workshops, performance practice, and special events.

As this facility is used daily between the hours of 10am-5pm for students attending LEARN Inc., space rental by outside groups takes place outside of these hours. The Directors will approve requests on a case-by-case basis.

Overview

LEARN Inc. is a non-smoking and alcohol-free environment available for rental during non-school hours (see below). The facility's maximum capacity is 75 people. Exercise balls, yoga blocks, gym mats, video projection technologies, and other equipment can be made available as needed. Please inquire for additional information.

All events must be over and cleaned up completed by the end of the agreed upon time. All persons must be out of the facility and the facility must be left in the same condition as it was before the event. In the event the Renter should need the facility past 11:00 pm, prior approval is required, and an additional fee will be applied. If prior approval has not been granted and anyone remains in the building after 11:00 pm for any reason, an additional fee of \$500 per hour will be applied. The facility is available outside regular business hours, including for set up and clean up. Hours are subject to change, especially during holiday seasons.

Times the facility are available on a normal basis are:

Monday through Friday: 6:30 a.m. to 9:00 a.m. and 5:30pm to 11pm.

Saturday and Sunday: 8am a.m. to 11 p.m.

Rental Fees

The base rental fee is \$25 per hour. Set up and clean up time must be calculated into the time the facility is needed. Depending on the size of the event, one to two members of LEARN Inc. may be present during the event for security, lock up, and assistance.

A deposit of 50% of the rental fee agreement is due at the time the application is approved and signed. The deposit will be applied to the Renter's account at time of rental fee payment. The rental fee payment is due at least one week before the scheduled event or start of contract. LEARN Inc. will accept Cash or Check. Checks are made payable to LEARN Inc.

Responsibility: The conduct of all participants and spectators while at LEARN Inc. shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property at the LEARN Inc. facility during the rental period, or resulting therefrom. LEARN Inc. retains the right to evict objectionable persons from the premises or to call for security/police help if deemed necessary. Violations may result in denial of future reservation requests. A credit card number is required to be kept on file in the event of loss or damage to property.

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Indemnity: Renters shall release, indemnify, keep and save harmless LEARN Inc., its agents, officers, employees, or members from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

Deposit. The deposit (50% of rental fee agreement) is due at the time of the completion and approval of this Contract. The Deposit will be applied to the Renter's account upon time of rental fee payment.

Rental fee is due to LEARN Inc. at least one week in advance of scheduled event or start of contract.

Cancellation / Refund. If cancellation by either party is more than thirty (30) days before the scheduled use of the facilities, the deposit will be returned. If Renter cancels less than 30 days prior to the event, the deposit will be kept.

Returned Checks. There will be a \$30 fee for any returned check.

Set-Up. Access to the facilities for setting up will be during the hours stated on this rental agreement or as agreed to in advance. Renter is responsible for all set-up and break down. LEARN Inc. may request a written schedule for set up, event, and clean up if deemed necessary.

Clean Up. The premises must be left in the condition in which they were found at the beginning of the rental period and will be approved by a LEARN Inc. Representative. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities. All trash must be removed from the building. All floors must be swept and/or vacuumed after use of space. Renter must immediately take care of any spillage. If renter is unable to remove spillage, LEARN Inc. retains the right to have the area professionally cleaned at the Renter's expense.

Any damage to facilities or equipment during the rental period, or upon delivery/ pick-up / clean-up/ or resulting from any attendees action will be the responsibility of the Renter. This includes damage to the walls, floors, fixtures, and other equipment. A credit card is required to be kept on file for potential damages.

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The Renter agrees to rent LEARN Inc. during the stated dates and times, in accordance with the terms of this rental contract. The space will be available to the renter during the times stated on the face of this contract only, therefore renter should include sufficient time for set up and cleanup. Rental fees are based on a block of time and are inclusive of the set up and clean up time.

Today's Date _____
Renter's Name _____ Organization _____
Phone _____ Fax _____
Address _____
City _____ State _____
Zip _____ Email _____
Contact Person _____ Phone _____

Dates and times requested for use of LEARN Inc. facilities:

Date _____ Hours _____

By signing this request for rental facilities, the signee agrees to comply with the terms of this agreement. LEARN Inc. agrees to let the requestor know as soon as possible if their request has been granted and will then agree to make the facility available to the requesting group at the time stated.

By signing this Rental Contract, the Renter acknowledges having read and understood the terms of this contract and acknowledges that this Rental Contract is binding both on the parties and the organizations they represent.

RENTER:

Signature _____ Print Name _____
Title _____ Organization _____
Phone # _____
Date Signed _____

LEARN Inc. representative signature: _____

Security deposit fee collected: \$ _____ date: _____

Credit Card # _____ Expiration _____ CVV _____ Billing Zip
Code _____

**** LEARN Inc. Use ****

\$25 per hour x _____ hours \$ _____

Deposit fee (50% of rental fee) _____ \$ _____

Total collected from Renter \$ _____

LEARN Inc. representative signature: _____