

**Thrivent Financial Conference Room  
131 N. Broadway, Spring Valley  
Rental Agreement**

Lessee Name \_\_\_\_\_

Phone number \_\_\_\_\_

Date of rental \_\_\_\_\_

Purpose/Event \_\_\_\_\_

Begin Time \_\_\_\_\_ Finish time \_\_\_\_\_

Rate- \$25 per hour (2 hour minimum)

\$25 x \_\_\_\_\_ rental term(# of hours) = Rental fee total \$ \_\_\_\_\_

\$200 damage deposit, \$50/hour overtime charge

Reservation cannot be guaranteed until the rental fee and damage deposit is paid, which must be at least 7 days prior to the event. A full refund is available if reservation is cancelled at least 48 hours prior to the event. Deposit check will be held and returned to lessee at the completion of clean-up and lock-up.

The following items are available for use during rental term:

1. Up to seven 8-foot tables
  - a. Number of tables requested by lessee: \_\_\_\_\_
2. Up to 24 black padded chairs
  - a. Number of chairs requested by lessee: \_\_\_\_\_
3. Two 3-gallon cold beverage dispensers (empty-no beverages provided)
  - a. NONE                      1 DISPENSER ONLY                      2 DISPENSERS
4. One 30-cup coffee maker
  - a. YES                      NO
  - b. Please provide filters and coffee grounds      YES                      NO
5. One single stall restroom across the hall

**Conditions of Use**

**Brandon Scheevel** grants to **LESSEE** permission to use the Conference Room for the purpose(s) and date(s) as shown above and upon agreement of all conditions set forth in this document.

**Rental Fee:** **LESSEE** agrees to furnish everything necessary for the event not previously agreed to be furnished by **Brandon Scheevel/Thrivent Financial** and agrees to pay **Brandon Scheevel** for use of said space upon execution of this agreement (7 days prior to the event date), the sum of \$25.00 per hour. **LESSEE** is responsible to include any extra time needed for set up and tear down in the rental term agreement. On the day of the event, any amount of time that the **LESSEE**

exceeds the previously agreed upon rental term in this document will result in an additional fee of \$50 per hour, to be paid immediately or deducted from the deposit.

**Damages:** **LESSEE** will pay for any damage to the Conference Room or its property or equipment or to the property of any person or entity resulting from the activities or use of the Conference Room by the **LESSEE** or **LESSEE'S** employees, agents, contractors, members, licenses, or invitees.

**Deposit:** **LESSEE** will pay a \$200.00 damage deposit and agrees to any additional charges exceeding the \$200.00 damage deposit for any damage to the Conference Room or its property or equipment.

**Conduct/Claims:** **LESSEE** agrees to conduct its activities upon the premises so as not to endanger any person; and to indemnify and save harmless **Brandon Scheevel and Thrivent Financial** against any and all claims for loss, injury, or damage to persons or property including claims of employees of **LESSEE** or any contractor or subcontractor arising out of the activities conducted by the **LESSEE**, its agents, members or guests.

**Drugs/Alcohol:** **LESSEE** agrees to cause said premises to be kept clean and generally cared for during said term. **No drugs or alcohol** are permitted on this property.

**Brandon Scheevel/Thrivent Financial** assumes no responsibility whatsoever for any property placed in the Conference Room or surrounding areas by the **LESSEE**.

Either party may terminate this agreement and all obligations at any time by giving the other party written notice of such intention. No termination of this agreement shall release the **LESSEE** from any liability that accrued prior to said termination pursuant to this paragraph.

In the event that any portion of this contract is held invalid, the remaining provisions of this contract shall remain in full force and effect.

This agreement represents the entire and complete agreement of the parties. This agreement supersedes any prior agreements, understandings, communications, or negotiations, either oral or written between the parties relating to this agreement. This agreement may not be modified except in writing and signed by both parties.

Any decision affecting any matter not expressly provided for in this agreement shall rest solely with the discretion of **Brandon Scheevel**.

I agree to the conditions set forth in this document.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_