



UNC Faculty-Staff Recreation Association, The Farm
 #1 Alice Ingram Circle
 Chapel Hill, NC 27517
 uncfarm@gmail.com, www.uncfarm.org
 Phone (919)962-3276 FAX (919)962-6854

2018 FSRA CLUBHOUSE (LODGE) RENTAL CONTRACT FOR UNC DEPARTMENTS

I agree to be responsible for the use of the FSRA Clubhouse (Lodge) on _____
 (date of event)
 from _____ to _____ for _____
 (type of function).

The rental fee is \$120.00 (minimum) 0 - 2 hours (To be paid in advance by the sponsoring department group). Additional time is \$60.00 per hour or part of an hour. This time is to include set-up and clean-up by the group. FSRA will clean-up for additional \$50.00. Groups cannot reserve the Clubhouse (Lodge) before 5:30 p.m. Monday-Friday from June 11-August 24.

I understand the following conditions will be in effect during the function:

1. **I will have exclusive use of the Clubhouse (Lodge), except for the restrooms.** The function may not use the pool, tennis courts, or other Farm facilities. Facilities accessible to renters (but not exclusive use) include the adjoining wooden deck, covered shelter next to the clubhouse, volleyball court and playground.
2. **Alcohol may be served at the function.** If alcohol is served, it will be brought by me or my representative and removed at the end of the function. No alcohol will be sold. Nor will alcohol be served to anyone under 21 or to anyone who is visibly intoxicated.
3. **The blue trash cans are for aluminum/plastic/glass/ paper recycling only (no sorting necessary).** Please leave clean corrugated cardboard by blue recycling bins.
4. **If required by law, I will obtain a private party license from the ABC Control Office and will present evidence of this one day before the function to the Club Manager.** This license shall be publicly displayed during the function.
5. **The Farm will not be responsible for any injury that may occur as a result of too much alcohol being served at the function.**
6. **When you are processing payment through a trust fund account, your department's name and the date of your function must be on the check to ensure proper credit.** Please make checks payable to "The Farm".
7. **In addition to the rental fee, your department will be responsible for any damage incurred by any event participants.** After the event, management will inform me of any damages. I accept responsibility for property damage to The Farm that may occur as a result of the function and any repair cost needed be paid within 10 days of notification by Farm management.
8. **I accept responsibility for clean-up for the party. Clean-up consists of sweeping and wiping spills from the floors, emptying all trash and taking it out to dumpster located along driveway as you leave the upper parking lot, cleaning all dishes used and replacing any furniture moved from its original spot. The Clubhouse (Lodge) should be left in the condition it was found before the function.** If requested, Farm staff will clean-up. The charge for this service is \$50. If the clean-up by a department is inadequate, The Farm reserves the right to do additional clean-up and bill that extra work against the department. Clean-up responsibilities do apply to adjacent deck, grounds, and playground.
9. **Any balloon(s) that gets entwined in the ceiling fans will result in a \$50 penalty charge that will be taken from the department.**
10. **One hundred people is the maximum number of people that the Clubhouse (Lodge) can accommodate.** Any group exceeding that number will lose the privilege to reserve the Clubhouse (Lodge) permanently.
11. **Parking for morning Clubhouse (Lodge) rentals is available only in the lots on the right hand side of the road.** I will be responsible for informing the members of my group of these parking areas. Rental parking is not allowed in the lot to the left of the drive near the Clubhouse (Lodge) for daytime morning rentals with the exception of the handicapped parking space.
12. **Please note that The Farm is "pet-free."** Please inform your event attendees of this policy. A \$50.00 penalty will be charged for each pet if this policy is violated.

Please sign and return one copy to: FSRA, #1 Alice Ingram Circle, Chapel Hill, NC 27517.

 Sponsoring Department

 Signature of Department Representative

 Printed Name of Department Representative

 Campus Address and Email Address

 Best Phone Number for Emergency Contact