



**STUDIO/ACTIVITY SPACE RENTAL AGREEMENT  
For the Provision of Leisure Activity Classes, Events, and Leagues**

This agreement dated \_\_\_\_\_.  
Between the Arcade Creek Recreation and Park District (**Owner**) and  
\_\_\_\_\_ (**Renter**),  
for the use of space in \_\_\_\_\_ (facility name),  
for the purpose of \_\_\_\_\_.  
Days of use: \_\_\_\_\_ Time of use: \_\_\_\_\_

The **Renter** agrees to pay the **Owner** \$\_\_\_\_\_ per hour for the monthly amount of use of said space upon receipt of an Invoice prior to the first day of use each month. This agreement becomes void if payment is not received by the first day of use each month. The initial rental agreement must be signed a minimum of fourteen (14) days in advance of the first date of usage.

Rental contracts are valid from January 1<sup>st</sup> of each year through December 31<sup>st</sup> of that year. Rentals are made on a first come first serve basis. Current Renters may renew their contract beginning on November 1<sup>st</sup> of each year. New Renters may begin on December 1<sup>st</sup> of the year for space that remains available.

If a renter, takes time off from their rental activities, to guarantee the time and day(s) are available for them upon return Rental payments must continue during the period that is taken off.

**Renter Requirements:** The contractor will provide all services related to their activity, including:

1. Possess a current and active Business License from the community/location where the business operates.
2. Liability Insurance with a minimum of one million dollars in liability insurance coverage, which names Arcade Creek (Recreation and) Park District, its officers, employees and volunteer as Endorsed Additional Insureds.
3. Responsibility for all marketing, advertising, registration, collection of fees and other related activities

4. Provision for all necessary equipment and supplies needed to conduct the activity.
5. Completion of this contract form.
6. Provide responsive service to everyone you encounter related to the activity/event/league.
7. Pay the monthly rental invoice on a timely basis, prior to the first rental day of each month.
8. Put away any District owned items used and dust mop the floor before leaving.

**Owner Requirements**

1. Provide a safe and clean location for the activity to be conducted.
2. Provide a calendar of District Holidays when the facilities are closed.
3. Provide a staff person to open and close the facility at the beginning and end of each activity.
4. Hang promotional flyers in information kiosks throughout the District when provided.
5. Provide a link on the Park District website to the Renters’s web page and a phone number to call for information.
6. Provide a contract manager to deal with issues which may arise, and to ensure the fulfillment of the responsibilities of the contract by both parties.
7. Provide and collect information for the renewal of the contract at the end of each contract term.
8. Invoice the contractor on a monthly basis for facility rental fees.

The **Owner** and the **Renter** agree to the terms listed above.

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Renter**

\_\_\_\_\_  
Date

12/31/202  
Contract Expires