REINHARDT UNIVERSITY FACILITIES – Rental Contract

A rental contract made this _______ day of ___________ between Reinhardt University and ______________________.

1. Purpose(s) of Rental:

2. Dates of Rental and Services:

<table>
<thead>
<tr>
<th>Beginning/Ending Date</th>
<th>Beginning/Ending Time</th>
<th>Type of Usage</th>
<th>Total Charge(s)</th>
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3. Fees:
Note: When not specified, rental amounts are determined by the Facilities Coordinator. Fees for non-profit groups may be negotiated.

All sums payable by the Renting Party to the University will be rendered in lawful money, certified check or other manner deemed adequate by the University Finance Vice President.

Section A. Deposit Fees.
A Reservation Deposit and Damage Deposit may be required for holding a rental date. The amount of each is determined by the Facilities Use Coordinator. The Damage Deposit (if required) will be refunded within thirty days after inspection of facilities, provided no damage or loss has occurred and no additional cleaning services are required.

(If required)
Renting Party agrees to pay Reservation/Damage Deposit(s) of $_______ no later than four weeks prior to event start date.
In event of cancellation more than two weeks prior to the start date, a forfeiture of 25% of deposit will apply. A forfeiture of $50% of deposit will apply if cancellation occurs between two weeks and starting date of the event or during event.

Section B. Rental Space Fee(s)
Renting Party agrees to pay Reinhardt University the total sum of $______________
for the following space/areas:

In event of cancellation more than two weeks prior to the start date, a forfeiture of 25% of rental fee will apply. A forfeiture of $50% of rental fee will apply if cancellation occurs between two weeks and starting date of the event or during event.

Section C:
The Renting Party agrees to the Policies and Procedures set forth and attached to this Rental Contract.
This contract is valid only if signed, executed by both parties and returned with the rental fee at least four weeks prior to the event:
(Date for signed contract: ________________________)

1
A Certificate of Insurance with Reinhardt University named as additional insured should be mailed or faxed (770-720-9105) to us one week prior to the event.

**REINHARDT UNIVERSITY**

By: __________________________________________

Robert G. McKinnon, VP for Finance and Administration

**RENTAL PARTY**

By: __________________________________________

Title

Date: __________________________________________

Revised 7/9/10