



CONTRACT FOR USAGE

EDGE OUTREACH office:

1500 Arlington Ave. • Louisville, KY 40206 • Phone 502-568-6342 • Fax 502-568-4500

The Mission House facility:
2222 W. Market St. • Louisville, KY 40212

Please review all terms and conditions of this contract carefully. If you have any questions about them, please contact the EDGE OUTREACH office. This contract becomes binding when signed by EDGE OUTREACH and the initial registration fee is received (please notice that the initial registration fee is in addition to your cost per person per day.) Contract becomes null and void if not postmarked on or before the due date listed below under Payment Schedule.

Group Name _____ Contact Person _____
 Address _____
 City _____ State _____ Zip _____
 Daytime Phone _____ Evening Phone _____
 Email Address _____
 Dates of Use: Arrival _____ Departure _____
 Times of Use: Arrival _____ AM PM Departure _____ AM PM
 Estimated Number of Adults _____ Estimated Number of Youth _____

Payment Schedule:

_____ people at \$40.00 per day for _____ days + initial registration fee = \$ _____ TOTAL COST

<u>Payment</u>	<u>Amount</u>	<u>Due Date</u>
Initial registration fee	\$ _____	_____
#1	\$ _____	_____
#2	\$ _____	_____
#3	\$ _____	_____

Payment schedule is based upon estimated number attending. The balance due will be figured one week prior to arrival and is to be paid upon arrival.

Other Facility Requested: *(Facility must be requested early and are dependent on approval.)*

_____ Gymnasium

Check-out is at 12 noon on the day of departure unless otherwise arranged with EDGE OUTREACH. Upon departure, keys are to be turned in to EDGE OUTREACH staff.

Cancellation of Contract by User Group: Payments are NOT refundable, although groups may cancel reservations at anytime. Groups canceling ten days or less in advance will be charged for the full amount of the estimated bill.

(Please sign and date back page)

Policies and Procedures

Health and Accident Insurance: It is the responsibility of the group to provide proof of group liability and insurance and medical release forms for each participant. This is very important as EMS personnel may not treat them without parental permission.

Removal of Unauthorized Persons, Substances or Pets: Unauthorized substances, including alcohol and drugs, are not permitted either around or in The Mission House facility. Pets are also not allowed. Use of silly string is prohibited. EDGE OUTREACH reserves the right to remove from the premises unauthorized persons who create a disturbance or otherwise fail to abide by the terms of this contract, the rules and regulations of The Mission House and the directions of EDGE OUTREACH staff.

Personal Property: EDGE OUTREACH, their staff and volunteers are not responsible for any lost or stolen articles, damage to vehicles or other personal property or injury to persons during their visit to The Mission House.

Smoking Policy: Smoking (or use of any tobacco product) is not allowed in the bedrooms, meeting rooms, roof top or in any of the buildings. Smoking by anyone under the age of 18 is not allowed on the property of The Mission House. The only designated smoking area is directly out the back door of the kitchen in the fenced-in courtyard.

Damage to Property or Equipment: It is agreed that payment will be made for damages to the property/equipment beyond the scope of normal wear and tear caused by members of the group. Buildings, grounds and equipment will be inspected before your group departs and you will be notified of any damages. Cost for damages such as graffiti, silly string, carpet stains, broken windows, removal of signs, etc. will be based upon the repair or replacement estimates of our contractors.

Leadership: Each group is asked to provide a ratio of 1 adult to 5 youth under the age of 18. EDGE OUTREACH provides staffing for The Mission House that oversees the projects.

Non-Exclusive Use: If a group requests the use of the gymnasium, it may have to share the facility with other persons or groups. When such multiple uses occur, the EDGE OUTREACH staff shall schedule the facility among the groups.

Clean-up Policy: Each group is expected to leave the building as near as possible to the way in which it was found upon arrival. EDGE OUTREACH will provide cleaning supplies (brooms, mops, basic cleaning chemicals, etc.) IN GENERAL - return all items to their original place; collect all trash (including trash in the courtyard) and dispose of in the dumpster located in the large parking lot on the other side of the gymnasium; put new trash bags in all garbage cans; close and lock all windows and doors; unplug all fans; turn off all lights; vacuum all carpeted areas on 1st, 2nd and 3rd floors; sweep all stairs and stairwells; rinse out all mop buckets; lock all cabinets/doors that have a padlock on them; turn all keys in to an EDGE OUTREACH staff person upon departure. IN KITCHEN - sweep and mop floor; wipe off all kitchen surfaces and all appliances; clean out all food from both refrigerators and wipe up any and all spills; clean and put away all dishes, pots, pans, utensils, etc. in the cabinets, drawers and/or pot rack where they belong; clean out and dry all big Gatorade coolers. IN FR. KENT ROOM - sweep and mop floor, wipe off all tables and chairs. IN BATHROOMS - clean all 5 toilets, 4 showers and 7 sinks; sweep and mop all 3 bathroom floors. IN MUD ROOM - sweep and mop floor; remove all trash; put equipment used back on shelves; turn off all lights. If The Mission House is not cleaned properly, a cleaning fee of \$150.00 will be imposed.

Modification of Contract: Modification of this contract can be made only by written agreement between both parties. Please notify EDGE OUTREACH if there is a need for a change.

I have read the above contract, understand all conditions and provisions and agree to abide by these.

Guest/Organization Representative:

Signature _____ Date _____

EDGE OUTREACH Representative:

Signature _____ Date _____

Please sign and return original copy of this contract to the EDGE OUTREACH office, along with your initial registration fee.