

KATHLEEN C. WRIGHT LIFE DEVELOPMENT CENTER

Physical Address:

2250 N.W. 21st Street
Fort Lauderdale, Florida
954-522-2840

Mailing Address:

Post Office Box 9504
Fort Lauderdale, Florida 33310

Welcome to the Delta Education and Life Development Foundation, Inc. (hereinafter referred to as DELDF, Inc.). Thank you for choosing the K. C. Wright Life Development Center (hereinafter referred to as "Delta House ") for your meeting, activity or special event. We hope that your use of our facility will be an enjoyable and pleasant experience. Your use of the Delta House will be governed by rules and guidelines specified in the Facility Use Policy as follows:

FACILITY USE POLICY AND AGREEMENT

The Delta House, for a fee, may be reserved for business and/or social events by cultural, educational, political, religious, social organizations and individuals whose mission and purpose are consistent with the mission and purpose of the DELDF, Inc.

Section A General Information

1. DELDF, Inc. Facility Manager(s) will be on the premises during all activities and functions. The renter is responsible for immediately informing the Facility Manager of any problems arising relative to the facility, equipment operations and/or any other concerns. The renter and Facility Manager will conduct a walk through inspection of the facility on the day of the event before and after.
2. DELDF, Inc. reserves the right **to deny** usage of the Delta House to any individual or organization whose mission or purpose is not consistent with Delta House.
3. The spaces available for rental include the Multi-Purpose Room, Meeting Room, and Kitchen.
4. The renter's use of the facility is limited to the space and period of time as specified in the rental application.
5. The person reserving the facility is held responsible for the facility and the proper use of the equipment.
6. The renter may not collect fees on the premises for the admission to an event or activity held at the Center unless expressly approved by DELDF.
7. Rental rates will be in one hour increments for all rooms and will cover a rental period of six (6) hours. Longer period permitted upon approval. This includes time used by the renter for set-up, decorating, preparation, take-down, clean up and the walk through inspections before and after the event/activity.
8. In the event the renter's use of the facility extends beyond the time specified in the contract, the renter will be charged an additional fee for each hour or fraction thereof. The additional fee will be charged to the renter and deducted from the Security Deposit.

9. As deemed necessary by DELDF, on a case-by-case determination, a security guard, obtained from the approved DELDF, Inc. vendor list shall be on duty at functions in accordance with the guidelines in the agreement. The renter will be responsible for paying, in cash, certified check or money order the full cost for the services of the security guard. The payment is to be made on the date the rental balance is due.
10. No person under the age of twenty-one (21) may secure reservations for use of the facility.
11. Events/activities with street advertisements, concerts and children's birthday parties are not permitted under this agreement unless specifically approved by DELDF.
12. Children present at the Delta House must be supervised by adults at **ALL** times. DELDF, Inc **will not** assume responsibility for any accidents or injuries occurring to anyone in attendance at an event or activity.
13. When food and beverages are served at an activity/event, the renter will **be** required to use the kitchen, pay the kitchen-use fee and provide dishcloths, towels, paper products, serving utensils, etc. The kitchen is not a cooking kitchen. **It is a warming kitchen only.**
14. The Delta House will provide chairs and meeting tables as indicated in the Facility Use Rental Application. The renter is responsible for the set-up of these furnishings prior to the event/activity and for the take-down at the conclusion of the event/activity. The Renter is responsible for returning the property to its original location/position.
15. Additional equipment and personal property, decorations, etc must be provided by the renter, subject to the approval by DELDF, Inc. prior to the start of the event/activity. DELDF, Inc assumes no responsibility for such items.
16. The use of confetti and wax candles is prohibited. Staples, nails, glue and/or tape are not to be used on the walls.
17. At no time are special effect devices (i.e. smoke machines, fire works, etc.) allowed to be used on the property. In the event of damages to property or equipment, the repair or replacement will be deducted from the Security Deposit. DELDF maintains the right to pursue all legal options available to cover amounts that exceed the Security Deposit.
18. DELDF, Inc. **WILL NOT** be held responsible for any accidents or injuries occurring to persons in attendance at an event/activity.
19. The renter understands and accepts that fighting, quarreling, playing of loud music and other such disturbances are prohibited on the premises.
20. Illegal substances and activities, firearms and other weapons are prohibited on the premises.
21. The Delta House is a smoke free facility. Evidence of smoking inside the facility will result in forfeiture of the full amount of the Security Deposit. Any additional damages to the facility and/or its furnishings will be assessed to the renter as determined by DELDF, Inc.

Section B Alcoholic Beverage Use

The serving of alcohol beverage(s) inside the Delta House is permitted under the following conditions:

1. The renter assumes full responsibility for complying with federal, state and local laws governing the serving of alcoholic beverages.
2. Renter agrees to serve **only beer, wine and/or champagne** at approved events. Mixed beverages and spirituous liquors are prohibited.
3. Alcoholic beverages may not be sold on the premises and may not be provided or served to anyone appearing to have exceeded legal limits for consumption.
4. Persons under twenty-one (21) years of age may not be served alcoholic beverages and must not consume alcoholic beverages on the premises.
5. The renter must obtain insurance coverage as determined by DELDF to have and serve alcoholic beverage during use of the Delta House. DELDF, Inc. must be listed as the additional injured. A copy must be provided to DELDF, Inc. in advance of the event.
6. A security guard may be required to be on duty at any function where alcoholic beverages are served. The renter is responsible for paying the full cost of the guard or law enforcement officer.

Section C Insurance

1. The requirement of insurance coverage will be determined by DELDF on a case-by-case basis. If deemed necessary, Renter must comply with guidelines below.
2. Renter agrees to provide DELDF, Inc. a certificate of insurance as evidence of insurance coverage. Certificate must include proof of bodily injury, liability, property damage and medical payment coverage. The minimum general liability insurance requirement is \$1,000,000.00 per occurrence and \$5000.00 medical coverage per occurrence.
3. The certificate of insurance must be signed by the insurance company's authorized representative. Business contact name and phone number are required on the certificate. Include a brief description of business operations and indicate if the certificate is for a special event.
4. DELDF, Inc. and Broward County Alumnae Chapter, Delta Sigma Theta Sorority, Inc, Post Office Box 9504, Fort Lauderdale, Florida 33310, must be listed as the Certificate Holder.
5. Certificate Holder and the City of Fort Lauderdale, Florida must be listed as Additional Insured

Section D Facility Rental Information

1. The Facility Use Rental Application may be obtained in person from the Delta House, 2250 NW 21st Avenue, Fort Lauderdale, Florida, or online at deltaeldf.com. Renter must complete the Rental Application, sign it and return it to the Delta House or by mail to begin the rental process at least thirty days prior to requested date.
2. Upon receipt of the signed Rental Application, DELDF, Inc. will respond regarding approval within five days. Once approved, the executed copy of the Facility Use Policy Agreement and the

deposit must be tendered within 10 days from date of notification of approval. All remaining fees are due seven days prior to the event. **The signed Rental Application confirms that the renter has read and fully understands all information in the Facility Use Policy.**

3. The requested event date will be confirmed upon approval of the Application and secured upon DELDF, Inc. receiving the Rental Deposit.

Section E Cancellations/Refunds/Terminations

1. Any cancellation of the rental contract by the Renter, after DELDF, Inc. has received the signed rental use policy requires written notification. **Required fees (payments) not received on or before the dates specified in the rental contract may result in the cancellation of the event.**
2. Cancellations less than seven (7) days prior to the event date will result in the forfeiture of the full Rental Deposit and all other fees paid. DELDF, Inc. assumes NO responsibility or liability for any losses to the renter due to cancellations.
3. DELDF, Inc. reserves the right to cancel the rental policy agreement, or terminate the event in progress at anytime if it is determined that the renter and/or event is not in compliance with the rules and agreements established in the rental contract or this Facility Use Policy.
4. The Security Deposit is subject to deductions for damage assessments or any other fees assessed for failure to comply with the rules and guidelines specified in this Facility Use Policy. If the repair or replacement cost exceeds the amount of the Security Deposit, the Renter agrees to pay the difference within thirty (30) days. If the repair or replacement cost less than the Security Deposit, DELDF, Inc will refund the balance to the Renter after the repair or replacement has been made.
5. Failure to follow any rules and regulations will cause cancellation of the facility usage; no security deposit will be refunded and renter may be banned from future usage.

Section F Complete Facility Use Policy and Agreement

This Facility Use Policy and Agreement and accompanying Application is the complete agreement of the parties. They may be amended or modified in writing; and supersedes, cancels and terminates any and all prior policies or understandings of the parties whether written or oral concerning the rental of the Delta House.

I have read and agree to adhere to the terms of the policy and all other rules set forth by the Kathleen C. Wright Delta Education and Life Development Foundation.

Signature of Authorized Representative of RENTER
Print Name:

Date

Signature of Authorized Representative of DELDF
Print Name:

Date