



## VERDE VALLEY ARCHAEOLOGY CENTER LEARNING CENTER RENTAL AGREEMENT

Name \_\_\_\_\_ Date \_\_\_\_\_

Group Name \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date(s) requested \_\_\_\_\_ to \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ (Please include set up time)

Purpose of rental use \_\_\_\_\_

Approximate attendance: \_\_\_\_\_

**The maximum occupancy of the Verde Valley Archaeology Learning Center (VVALC) is 40 people.**

### Terms

- Room rental shall be on a first come, first serve basis once rental agreement is on file.
- The Verde Valley Archaeology Center (VVAC) reserves the right to terminate contract as we see fit.
- All individuals and/or businesses must complete a room rental agreement form.
- Payment is due on the day of the conference room use.
- Cancellation must be done one week prior to the scheduled event or the renter will be penalized for half of the total fee of the rental.
- The rooms tables and chairs will be set up by the renter and returned to the condition it was found.
- The VVALC is a smoke-free building.
- Audio visual requirements are the responsibility of the renter.
- Events may be held during VVAC hours: Wednesday - Monday: 10:00 a.m.-4:00 p.m. (closed Tuesdays)
- After hours and Tuesday rental is available. Renters will be provided a key to set up, tear down, and secure the building. **A \$100 fee will be assessed if the key is lost.**
- Serving food or beverages is permitted only in the Learning Center. The kitchen may be used to gather food and beverages. Equipment available for use includes a refrigerator, microwave and coffee maker. Paper products and utensils are the responsibility of the renter.

### Regulations

- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to VVAC staff immediately.
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Clean-up Fee of \$100.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement.
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- It is understood that the VVALC is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the VVALC harmless of any such damages.

385 South Main Street, Camp Verde, AZ 86322 928-567-0066



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### Fees

#### Pricing

Camp Verde Nonprofit Groups	No Charge	
Other Nonprofit Groups	\$10 per hour _____ hours	=
Other Groups	\$15 per hour _____ hours	=
Non-Camp Verde Groups	\$50 key deposit <i>(refunded on return of key)</i>	=
Total		\$

#### Checks payable to the Verde Valley Archaeology Center

By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the patron may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The form must be returned as soon as possible in order to confirm your meeting room date and time.  
Return completed form (and check if applicable) to:

Learning Center Coordinator  
Verde Valley Archaeology Center  
P.O. Box 3474  
Camp Verde, AZ 86322  
PH: (928) 567-0066  
[center@verdevalleyarchaeology.org](mailto:center@verdevalleyarchaeology.org)