

Date of Function: _____

Confirmation # _____

HISTORIC QUARTERS' ONE, BLDG. 301 RESERVATION AND RENTAL AGREEMENT

1. Renter Information:

Last Name	First Name	MI	Rank/Grade
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Name/Phone Number of Alternate or Point of Contact
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Home/Work Address Code	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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Current Assigned Military Unit / Civilian Organization
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Please check type of function:

	Rental Fee	Cleaning Deposit
<input type="checkbox"/> RIA Official Military Function	\$250.00	Waived
<input type="checkbox"/> RIA Organizational Function	\$250.00	\$100.00
<input type="checkbox"/> General Public	\$400.00	\$200.00
<input type="checkbox"/> Lawn Only (No access to building)	\$200.00	\$50.00
<input type="checkbox"/> General Public, Small Group of 1 - 24 People, during business hours Monday – Thursday (Holidays excluded)	\$100.00	\$75.00

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Please answer the following questions for easier installation gate access. Renter must inform Family and Morale, Welfare and Recreation of any changes to the following. Please remind your guests ages 16 and above that they all need to show a valid driver's license or military ID at the gate.

Event Date: _____ Event Time: _____ Number in Attendance: _____

Type of Event: (Please Circle)

Baby Shower

Holiday Event

RIA Official Organization Function

Birthday Party

Work Party

Active Duty Private Function

Bridal Shower

Retirement

Meeting

Other _____

Will there be catering? _____ Yes _____ No food will be served

_____ No, we will bring in our own food

Will there be special deliveries? Yes No By Whom? _____

Do you need an early setup the night before? Yes No

What items are you interested in renting through the Leisure Travel Office for your event?

_____ (90) White Chairs (\$1.00 ea.) _____ (20) Round Tables (\$5 ea.)

For Official Use Only:

Deposit Paid by: Cash / Check / Charge

Is Early Setup approved? Yes No **When?** Day of Event or Night before event

Event Date/Time Period: Start _____ **Vacate by** _____

How many chairs or tables are they renting? Chairs _____ Tables _____

Other Special Requests:

2. Reservation and Rental Agreement:

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a. The renter understands that the rental fee and the cleaning deposit of Historic Quarters' One (HQO) is payable upon reservation of the HQO facility. The rental fee is for the specified event period only and the renter and their guests will be required to vacate HQO at the end of the scheduled event period. The length of event period for the use of the HQO facility will be established between the renter and Business Recreation Division (BRD) staff prior to the event period start time and date.

b. Once the event is complete, BRD staff will inspect the property to ensure the facility/grounds has been cleaned, furniture has been put back if moved and personal items have been vacated from the facility and grounds. The renter understands the facility and grounds must look like it did prior to the event period start date and time; which means the renter may have to vacuum, sweep, mop, clean, take out trash and remove anything left over from the event.

c. The renter understands if the facility and surrounding area is not cleaned and policed to standards as stated in this agreement, or if the key(s) has not been returned, the renter will not receive a refund of the cleaning deposit. Standards are determined by the BRD staff and agreed to by the renter prior to use of the facility. **It is up to the renter to pick up their refundable deposit within 30 days of the date of the function or the refund will be forfeited.**

d. If the renter cancels their reservation within 10 days of the event and the HQO facility cannot be subsequently re-rented within three working days for the same date and time, the renter forfeits the rental fee. The renter will receive a refund of the cleaning deposit as there is no requirement for cleaning. If the event is cancelled due to a declared emergency, security circumstances, a no-notice deployment and/or natural disaster, the rental fee and cleaning deposit is fully refundable. Other exceptions are at the discretion of the BRD staff.

e. The renter will be charged for any structural, facility or area damage caused by the renter or guests.

3. General Information:

a. It is a privilege, not a right, to be offered the opportunity to use HQO. The use of and any associated activities must conform to the highest standards of military social conduct.

b. To ensure proper fire and safety standards are maintained, the following restrictions are established:

(1) The maximum occupancy of the first floor is 117.

(2) Open flames (i.e. candles, sterno cans, etc.) are not permitted inside or outside the facility. Smoking is not permitted inside the facility. All smoking materials must be discarded in appropriate containers and not on the grounds.

(3) If the fire alarm system activates, the renter is required to call 911 and immediately evacuate the facility. A means to accommodate for all guests is required.

(4) Should severe weather (i.e. tornado, severe thunderstorm, high winds, etc.) occur during your event, guests are to take cover until the threat has passed.

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(5) Basic snow removal will be provided prior to the event. There will be no additional clearing of snow/ice should it occur during the renter's event and/or the end of the event.

(6) All accidents or injuries will be reported immediately to the Rock Island Arsenal (RIA) Force Protection Office, telephone number (309) 782-6116 and the RIA Fire Department for ambulance service at extension 911. Notification of the occurrence is then made by the renter to the BRD staff at (309) 782-5890 or (309) 798-1389 if after business hours. Please leave detailed information on the voice mail if no answer to both numbers in the event of the injury/damage.

c. Children under the age of 18 must be under adult supervision at all times.

d. In accordance with Army Regulation 215-1, **ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED THROUGH THE ROCK ISLAND ARSENAL LOCK & DAM LOUNGE (MWR). No person under 21 years of age will be allowed to drink or possess alcoholic beverages. No alcoholic beverages will be brought onto RIA. Individuals authorized to possess alcoholic beverages on an Army installation may serve the beverages to their Families and bona fide guests only –BUT ARE NOT PERMITTED TO RESELL ALCOHOLIC BEVERAGES.**

e. The renter and guests may bring food/non-alcoholic drinks from home or store/restaurant. Food may be dropped off by a store/restaurant.

f. For indoor events, guests must remain on the first floor. There are two bathrooms located on second floor that are maintained but should only be used as overflow. Guests are prohibited from entering any other floor of HQO facility, unless special arrangements with BRD staff have been pre-arranged.

g. For indoor events, the renter must ensure all lights are turned off, trash is removed and the HQO facility is secured after the event. If the event is catered, the last key holder to leave is responsible for turning off lights and securing the building. All keys will be deposited in the locked key drop box which is located outside by the back door of HQO for the renter's convenience. The BRD staff will show the renter how to use the key drop box. The key drop box will be checked every business day by BRD staff. If prearranged, the renter or guest may turn the key(s) in by the end of the next business day at Leisure Travel Office, building 333. The renter will be billed for the cost of key replacement if reported lost or not returned within two business days.

h. Guests will use the primary road to HQO only. Guests will obey all signs posted on RIA. Driving in private housing areas on RIA are prohibited. The speed limit on RIA is 25 mph. Guests of HQO are allowed to park in designated parking areas only. Driving on grass-covered areas is not permitted.

i. For outdoor events using a canopy, please contact the Leisure Travel Office for the map

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for location for set up ONLY. If renter wants canopy to be set up anywhere else on property, renter must contact Public Works (309) 782-2387 for a location service order. Cost will be the responsibility of renter.

4. Visitor Island Access:

- a. Visitors are welcome to Rock Island Arsenal to use its museum and other public facilities.
- b. Visitors must visit the Visitor Control Center to receive a background check and be issued visitor's identification badges. These badges can be issued as valid for only a day, for one-time visits or up to a year for frequent visitors to the Arsenal.

Construction:

- a. For outdoor events using a canopy, please see attached map for location for set up ONLY. If renter wants canopy to be set up anywhere else on property, renter must contact Public Works (309) 782-2387 for a location service order. Cost will be the responsibility of renter.
- b. HQO is an old historic structure. Renter understands that there may be at any time repairs and renovations going on. For example, there may be scaffolding inside and/or outside of the building and construction equipment in and/or on the grounds.
- c. No tape, nails, screws or staples of any kind may be used to attach decorations to any part of the house.
- d. Renters may not move any furniture, but may request and pay an additional fee, in advance, to have furniture moved and/or set up. Set up/tear down on Main floor ONLY.
- e. Renter may not remove or move any artwork or wall decorations for any reason.
- f. Rice, silly string, bird seed, etc. may NOT be used without prior approval.
- g. Renter is responsible for ensuring that all their guests are aware of, and comply with this contract.

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5. Indemnification and Hold Harmless Agreement:

In further consideration for being allowed the use of the HQO facilities, the undersigned agree:

a. The undersigned agrees to exercise reasonable care in the use of said equipment and the HQO facilities and to keep the said equipment and HQO in a clean, safe condition. The undersigned shall be responsible for any damages that may be caused to property of the United States by the activities of the undersigned or undersigned's employees, agents or guests under this rental agreement; and the undersigned shall exercise due diligence in the protection of all property located on the premises against fire or damage from any and all other causes;

b. Any property of the United States damaged or destroyed by the undersigned or undersigned's employees, agents or guests incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the undersigned to a condition satisfactory to said BRD staff or at the election of said BRD staff, reimbursement made therefore by the undersigned in an amount necessary to restore or replace the property to a condition satisfactory to said BRD staff;

c. The United States shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the privileges herein granted, including but not limited to damages to the property or injuries to the person of the undersigned's officers, agents or employees or others who may be on the premises at the invitation of the undersigned or any one of the undersigned's officers, agents or employees; and,

d. The undersigned shall indemnify and hold the United States harmless from any and all such claims, demands or liabilities of whatever kind arising from or incident to the exercise of the privileges herein granted or arising from the willful or negligent acts of the undersigned or undersigned's agents or employees. The agreement to indemnify and hold harmless does not include damages due to the fault or negligence of the United States or its contractors.

e. As used herein, the term "United States" shall include, but not be limited to: the United States of America; the United States Army; U. S. Army Garrison Rock Island Arsenal; the Family and Morale, Welfare and Recreation Fund; and all of their respective officers, agents and employees.

Printed Name and Signature of Person Accepting Agreement

Date

Printed Name and Signature of BRD Representative

Date