

# Maclean-Cameron Animal Adoption Center

## **Rental Guidelines**

1. Please call the Maclean-Cameron Animal Adoption Center at (406) 727-7387, for information on room availability.
2. Room rental payments must be received 7 days in advance of rental date.
3. Tables and chairs are available for use if necessary and are located in the room.
4. Smoking is prohibited anywhere on the Maclean-Cameron Animal Adoption Center premises.
5. Maclean-Cameron Animal Adoption Center will not provide any food, drinks or transportation for the event.

## Rental Periods

Rooms are rented in one hour increments only. Portions of an hour count as an hour. Maclean-Cameron Animal Adoption Center is open Tuesday – Saturday from 10 a.m. – 6 p.m. Parties may only be held on those days between the hours of 10:30 a.m. and 5:30 p.m.

## Rental Space/Equipment

- Tables and chairs are available in the rental space. If the Maclean-Cameron Animal Adoption Center Staff is contracted to set up furniture or if furniture has not been returned to its proper storage at the conclusion of the event/meeting, an additional \$15 fee will be assessed.
- Renters must clear the room of all belongings, furniture, and people so the room is available on the half hour for the next renters.
- Please do not use tacks, nails, or staples on the walls.
- If the room is not left in satisfactory condition, there is damage done to the building, or the Maclean-Cameron Animal Adoption Center equipment, a minimum charge of \$100 will automatically be levied.

## Reservations/Payment

- Space is reserved when a rental agreement has been signed and payment has been made.
- Payment must be made 7 days prior to event/meeting.
- Payment must be in the form of cash, check, or credit card. A \$15 fee will be charged for all returned checks. Receipts will be provided to renter.
- Credit card number must be included on reservation form to cover any potential damage to the room or furniture. Card will not be charged if room is left in satisfactory condition.

## Cancellations/Refunds

- In order to receive a full refund, notice of cancellation must be given in writing at least 1 week (7 days) in advance of the date reserved.
- Allow two weeks after cancellations for refunds of a cash or check payment.
- Refunds will be mailed to reserving party.

## **Maclean-Cameron Animal Adoption Center Building Policies**

- Maclean-Cameron Animal Adoption Center is not responsible for items lost or stolen from the Shelter premises and grounds. Check with the front desk regarding lost and found items.
- Renter shall be responsible for compliance with all rules and regulations governing use of the rental space, and for any and all damage to the building, equipment, or grounds, and agrees to clean up the premises after each use and to the premises in good order and repair.
- Maclean-Cameron Animal Adoption Center Animal Shelter shall not be responsible for injury or damage to persons or property occurring during, or arising out of occupancy and use of the building or grounds by the renter. The renter agrees to hold the Maclean-Cameron Animal Adoption Center harmless from liability on account of any injury or damage arising out of such use.
- Children must be supervised by a parent or responsible adult at all times. Children cannot be unaccompanied in the building or on the grounds at any time.

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## Rental Guidelines

(Complete and return this form to reserve a space)

- The Maclean-Cameron Animal Adoption Center is pleased to offer use of the rental space to members of the public.
- The rental space rental fee is \$50/hour.
- To book your event, please fill out and return this form in person to the Maclean-Cameron Animal Adoption Center or mail to P.O. Box 3426, Great Falls MT 59403.
- For more information, please contact the Maclean-Cameron Animal Adoption Center at (406) 727-7387 or by e-mail at [marketing@macleanimaladoptioncenter.org](mailto:marketing@macleanimaladoptioncenter.org).

Birthday Child's Name: \_\_\_\_\_ How Old Will They Be Turning? \_\_\_\_\_

Brief description of your event: \_\_\_\_\_

\_\_\_\_\_

Parent / Lega; Guardian Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

Please choose your top two preferred event dates and times:

Available times are generally from 10:30 AM to 5:30 PM daily. Please note that all reservations are subject to availability.

1. Date: \_\_\_\_\_ Time: \_\_\_\_\_
2. Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_ Cost & Payment Method (circle below): \_\_\_\_\_ Hours x \$50.00 = \$ \_\_\_\_\_

- I would like to pay with cash
- I would like to pay by check (please make all checks payable to: Maclean-Cameron Animal Adoption Center)
- I would like to pay by credit card

*(Credit card number must be included on reservation form to cover any potential damage to the room or the furniture. Card will not be charged if room is left in satisfactory condition.)*

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

## Terms of Agreement and Liability Release

- I understand that, for a fee of \$50.00/hour, the Maclean-Cameron Animal Adoption Center will provide use of the rental space and adjacent restroom, including the use of tables and chairs for a period of time as selected above.
- I understand that the Maclean-Cameron Animal Adoption Center will not provide any food, drinks, or transportation for the event.
- I understand that smoking is not allowed on the Maclean-Cameron Animal Adoption Center premises, including the rental space.
- I understand that access to the shelter facility will close as 6:00 p.m., which means that all parties must end by 5:30 p.m. and the Center must be vacated of all guests.
- I am responsible for ensuring that an adult chaperone from my party is present at all times while guests are present at the shelter.
- I understand that payment must be received 7 days in advance of the event.
- I understand that a notice of cancellation must be given in writing at least 1 week (7 days) in advance of the date reserved. Refunds will be given only if proper notice of cancellation is supplied.
- I agree to return the rental space to a clean and orderly condition at the end of the event and to pay the cost for repair of any damages to the facilities. The Maclean-Cameron Animal Adoption Center is not responsible for any materials or equipment left in the building. If the room is not left in satisfactory condition, a minimum charge of \$100 will be levied. I will notify the Maclean-Cameron Animal Adoption Center as soon as possible if I need to cancel the event so that the room can be made available to others. To the extent permitted by the law, I agree to protect, indemnify, defend, and hold harmless the Maclean-Cameron Animal Adoption Center, and its respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of, or connected with my function, except those claims arising out of the sole negligence or willful misconduct of the Maclean-Cameron Animal Adoption Center. In consideration of this agreement to rent the rental space, I hereby for myself, my administrators, my heirs, and assigns, waive and release any and all right and claims for damages I have against the Maclean-Cameron Animal Adoption Center, their associates and representatives. I also agree to exercise all safety precautions and the property of the Maclean-Cameron Animal Adoption Center.
- By my signature below I verify that I am authorized to sign for and conduct transactions on behalf of the organization renting the premises:

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

Printed Name: \_\_\_\_\_

P.O. Box 3426

Great Falls, MT 59403

(406) 727-7387

[www.macleancameronanimaladoptioncenter.org](http://www.macleancameronanimaladoptioncenter.org)