

Desert Discovery Center



831 Barstow Road, Barstow, CA 92311

Phone (760) 252-6060 Fax (760) 254-2663 Email info@discoverytrails.org

Desert Discovery Center Facility Use Agreement/Statement

Group/Organization _____

Contact Person _____

Address _____

City/State/Zip _____ Phone _____

Room Requested _____ Date _____ Time Start _____

Deposit (if required) _____ Time Finish _____

Opening/Closing Fee _____

Room Use Fee _____

Total Fees _____

Amount Paid _____ Check # _____

Refund/Balance _____ Check # _____

FEE SCHEDULE

Facility Use.....\$10 per hour (2 hour minimum, \$20.) Time will be rated in 30-minute increments.

Deposit if required.....\$300.00

Open/Closing Fee.....\$20.00

Extra Custodial Fee (if required).....\$18.00 per hour/per employee (if required)

RENTAL CONDITIONS

1. Payment for expected services will be no less than one week in advance. Actual expenses will be adjusted and paid at the conclusion of the activity or event. Make check payable to DISCOVERY TRAILS.
2. Smoking is not permitted in the building. No open flames or burning of any kind is permitted.
3. User agrees to assume responsibility for any damages that may be incurred to the facility, furniture, equipment, displays, or fixtures, and agrees to pay replacement costs for any items damaged, misused or theft during the defined period of use.
4. Desert Discovery Center property, equipment or furniture is not to be removed from the building.
5. Deposits will be refunded if the rental conditions and rental guidelines are met.
6. Users are responsible for general clean up of facility. Clean up will take place immediately after each use.
7. Persons under the age of 18 years must be supervised by person/persons 18 years or older during the defined use of time.

I, the undersigned, being the responsible individual and/or representative of the above listed organization have read and agree to abide by the Schedule of fees and Use Conditions outlined in this agreement. Failure to abide by the terms of this agreement will result in termination of this agreement.

Signature

Print Name

Date

Approval by

Date