

*GRACE'S PLACE*  
*A Community Gathering Space*  
*Provided by*  
*WEST VUE, INC.*  
**RENTAL GUIDELINES, RULES AND POLICIES**

**ACCOMMODATIONS:**

- 1,500 square feet of heated and cooled indoor space with a maximum occupancy of 92
- 900 square feet of covered patio space with electric outlets
- 26 Paved parking spaces including 4 handicapped accessible
- Kitchen equipped with refrigerator, sink, microwave and coffee pot
- Icemaker with limited amount of ice
- Wheelchair accessible restrooms
- Large screen Television
- High Speed WiFi
- Built-in Charcoal Grill
- 9 Drop Leaf Indoor Tables – 36” square to 51” round
- 4 Outdoor rectangle Tables – 80” by 40”
- 70 Armed Stacking Chairs

**General Requirements:**

- Must be 21 years or older to Rent
- Rentals are on a first come, first served basis
- Rentals are for private events only. Rentals are not allowed for events advertised to the public
- Reservations are made through the Business Office at Pleasant Valley Manor and are confirmed when the *Rental Application* is filled out, the *Rental Guidelines, Rules and Policies* are signed, and the deposit and rental fees are paid
- The *Rental Use Application* is attached hereto and incorporated herein by reference.
- Initial inquiries may be made via telephone at 417-257-0179.
- Rental Periods are from **8:00am-8:00pm**, must be agreed upon ahead of time, and cannot be changed without **forty-eight (48)** hour notice to the Pleasant Valley Manor Business Office.
- Set-up and clean-up time will be included in the rental time period
- Key for building may be picked up at the Business Office or Nurses’ Station at Pleasant Valley Manor within 1 hour of agreed event date and time. Key must be returned to the Business Office or Nurses’ Station at Pleasant Valley Manor immediately following the rental time period.

**You are agreeing to, and are responsible for:**

- Using the facility only during the time for which you have paid
- Adhering to the maximum occupancy limits as listed above
- The conduct of your guests, and making them aware of the *prohibited* items listed below:
  - Alcohol, smoking, gambling, disorderly conduct, boisterous or profane language
  - Tacks, nails, confetti, water balloons, chalk, silly string, glitter
  - Music that can be heard outside the building
  - Ticket sales or admission fees, sale of food, beverage, article, privilege, service, or subscription
  - No parking that obstructs any private driveways on Fletcher Terrace. No parking on street opposite from the facility.
  - No Pets or animals.
- Returning the Building and Site to its original condition. Renter is not allowed to return at a later time to clean the facility.

Cleanup is your responsibility and shall include but not limited to the following procedures:

- Wipe all counters, tables and chairs that were used during your rental. Please check under the tables and chairs as you clean them
- Complete removal of tape, string, etc. used for decorating
- Bathrooms cleaned
- Clean the refrigerator, microwave, coffee pot, if used
- Sweep floors – the kitchen, bathrooms and the entire common area
- Sweep patio if needed
- Ashes from Charcoal Grill needs to be placed in metal bucket with lid beside the grill. Owner will dispose of ashes.
- Empty the trash into the dumpster located outside. This includes the restroom trashes
- Set thermostats: Winter set at 62 degrees. Summer set at 72 degrees
- Turn off all lights. This includes restroom lights.
- Close and lock **ALL** exterior doors! There will be a \$100 Fee for leaving any door unlocked plus the cost of any damages that occur
- The immediate parking area shall be cleaned

**CLEANING SUPPLIES PROVIDED:** Broom and dust pan, mop and bucket, trash cans and bags, paper towels, toilet paper, bathroom cleaning supplies

#### **Emergencies:**

- To report any **FACILITY PROPERTY ISSUES, either EMERGENCIES OR NON-EMERGENCIES** please call Pleasant Valley Manor at 417-257-0179. They will assist you in the proper manner. **\*\*ALL MEDICAL EMERGENCIES CALL 911\*\***

#### **Cancellations/Changes/Refunds:**

- Reservations may be transferred to another date up to **five (5)** days in advance
- Cancellations made less than 48 hours prior to reserved date will not receive a refund of deposit
- Cancellations made from 30 days to 48 hours before reserved date will receive 85% refund of deposit
- Cancellations made prior to 30 days before reserved date will receive 100% of deposit
- Refunds will be processed within 10 working days after receiving notice of cancellation.

#### **Causes for Forfeiture of Security Deposit**

- **The security deposit shall be partially or totally forfeited for any of the following, but not limited to:**
  - Anything less than total cleanup. See check boxes above.
  - Loss of or failure to return the building key.
  - Failure to comply with all Rules and Policies contained in these Guidelines, as well as all West Plains Ordinances, Missouri State and Federal Laws during the rental period. Failure to do so **may result in partial or entire loss of security deposit.**
  - Theft, loss, or damage to building or equipment caused during rental period or due to building exterior doors being left unlocked/open after your rental period.
  - Staying beyond scheduled reservation times (this includes cleaning)
  - Failure to lock all exterior doors.
  - Failure to turn off utilities
  - Interfering with the rental time of another renter.

#### **Security Deposit**

- Renters will be billed for any cleanup, repair and/or replacement costs that exceed the deposit amount.
- Any amount to be refunded from the Security Deposit will attempt to be processed within 5 business days.

**Liability**

- West Vue, Inc. shall not be liable to Renter for any personal or property damages sustained by Renter arising out of or in any manner connected with any activities authorized by this Agreement and/or any activities and/or incidences incidental thereto.

**Attorney's Fees**

- Renter hereto agrees to pay the reasonable attorney's fees of West Vue, Inc., incurred by West Vue, Inc., in enforcing the terms of this Agreement in the event of a violation of the terms or covenants herein contained by Renter.

**Indemnification Clause**

- In consideration of the granting of this Agreement by West Vue, Inc., Renter hereby agrees to indemnify, hold harmless and defend West Vue, Inc. from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage or expense of whatsoever kind and nature, including attorney's fees, which West Vue, Inc. may suffer or incur or persons, or by reason of damage to or destruction of any property, including the loss thereof, arising out of or in any manner incidences incidental thereto, or which West Vue, Inc. may sustain or incur in connection with any litigation, investigation, or other expenditures incident thereto, including any suit instituted by West Vue to enforce the obligation of this Agreement of Indemnity. It is the intent of the parties hereto that the Renter shall indemnify West Vue, Inc., under this indemnification clause to the fullest extent permitted by law, except that Renter shall not indemnify West Vue, Inc. for the sole negligence of West Vue, Inc.

**The parties herein have read and agree on the above terms and conditions.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name  
West Vue/Grace's Place Representative

\_\_\_\_\_  
Signature  
West Vue/Grace's Place Representative

\_\_\_\_\_  
Date

**GRACE'S PLACE**  
**530 Fletcher Terrace**  
**West Plains, MO 65775**

Rental Office Location: Pleasant Valley Manor, 213 Davis Drive, West Plains, MO 65775; Phone: 417-257-0179

Rental Contact Information				
Renter Name:				
Address:				
City:				
State:				
Zip:				
Phone Numbers: (please provide the best two contact numbers)		1.	2.	
Email:				
Additional Contact Name: (required)				
Phone:				
Email:				
Description of Rental				
Date of Rental:				
Organization Name: (if Applicable)				
Type of Event:				
Number of Expected Attendees:				
Circle Applicable Rental Options				
	Deposit	Per Hour	Half-Day (4 hours)	Full day (8 hours)
West Vue Community Resident	\$75	\$0	\$0	\$0
Outside West Vue Community	\$100	\$25	\$75	\$150
Rental Times				
Event Time: (includes setup and breakdown times)		_____AM/PM to _____AM/PM		Total Event Time: _____

Rental Office Use Only				
Prior to Event Date				
Deposit Amount Collected:		Rental Amount Collected:		
Date Processed:		Date Processed:		
Processed By:		Processed by:		
Type of Payment:		Type of Payment:		
After Event, Change or Cancellation				
Building Inspected by:		Notes:		
Deposit Amount Retained:		Reason:		
Deposit Amount Refunded:				
Date Processed:		Date notified of Cancellation:		
		Rent Amount Refunded:		
		Date Processed:		