

Property Renter Information

Release

In the use of the Fort Bliss Spouses' Association (FBSA) Property, renters agree to the following:

- 1. Be a current DOD ID holder.
- 2. Abide by all Terms and Conditions listed in the Property Rental Contract.
- 3. Defend, hold harmless, and indemnify the FBSA from and against any and all liability that may be imposed upon it for any injury to persons or property caused by the renter or any person(s) in connection with the property rented.

Renter Information

Name of Renter:
*Renter must be authorized to enter into contracts on the behalf of the Organization, Unit, or any such entity and will be held responsible for compliance with provisions set forth in the Property Use Policy and this Agreement. Unit (if applicable):
Purpose of Rental:
Phone Number:
Alternate Phone Number:
Mailing Address:
Email:

Activity Information

Date of Event:
Start Time:
Date of Property Pick-up:
*Property may only be rented more than 24 hrs. in advance if available.
Date of Property Return:
*Property must be returned within 2 business days of event date.

Property Rental Contract

Terms and Conditions

- 1) Property that is being rented may not be picked more than 24 hours before the event unless available. All property will be picked up from the Fort Bliss Spouse's Association (FBSA) Thrift Shop during operating hours.
- 2) Property rented for events will be returned no later than two business days after the date of the event. All rented property will be returned to the FBSA Thrift Shop during operating hours.
- 3) Any cancellation, after signing of the contract, must be made at least one week before scheduled event. Failure to do so will result in a forfeit of all fees paid.
- 4) All rentals are subject to a \$50 security deposit, to be refunded in full for all property returned according to the terms of the FBSA Property Agreement and contract.
- 5) Payments may be made in cash or check. Security Deposits will be made in CHECK only. Returned checks are subject to a \$50 return check fee. All fees are due at the signing of this contract.
- 6) Property returned after the date and time determined by the Property Rental Coordinator will result in a forfeit of the security deposit. Late fees will begin to accrue on the third business day after the event.
- 7) All rented property will be cleaned to original state by renter prior to return. Failure to do so will result in a forfeit of the security deposit and applicable cleaning fees.
- 8) In the event of damage to any rented property, the FBSA Property Rental Coordinator will assess to determine whether the rental remains in a condition suitable for future rentals, whether it must be repaired, or whether it must be replaced.
 - a) If the rented property is still in rentable condition, the FBSA will assess up to a full forfeit of the security deposit.
 - b) In the event that repairs need to be performed, the FBSA will withhold the balance of the security deposit and apply towards repair costs. If the repairs exceed \$50, the renter will be responsible for the remaining balance.
 - c) In the event that the rented property is beyond repair, the FBOCSA will withhold the full security deposit. The renter shall be given 30 days to replace, at their cost, the damaged item with a like kind/quality item. If no replacement is made the renter forfeits their security deposit.
- 9) Renters must provide their own assistance and vehicles for transporting rented property to their event. The FBSA does not provide volunteers to be present at events.
- 10) The Renter agrees to waive and release any and all claims against the Fort Bliss Spouse's Association, Fort Bliss, the United States Army, and/or the Department of Defense from any and all damages, loss or cost to person or property resulting directly or indirectly from the use of said property, and/or from the exercise of privileges granted by this contract and shall hold harmless the same from any and all claims resulted there from.

11) Rental fees are as follows:

	FBSA Members	Non-Members
Serveware	\$20	\$40
Silver Serveware (requires additional deposit)	\$35	\$60
Decorations	\$35	\$60
Linens	\$35	\$70
Rectangular Tables	\$5/each	\$6/each
6' Round Tables	\$7/each	\$8/each
Small Round Cocktail Tables	\$5/each	\$6/each
Wooden Folding Chairs	\$1/each	\$2/each
All Inclusive Property Rental	\$150	\$300
Late Return Fee	\$20/day	\$20/day

I, _____ am authorized to enter into contracts on behalf of _____. I hereby enter into this contract with the Fort Bliss Spouse's Association for the use of the property, having fully read and understood all terms and conditions governing the use of the property. I understand that my person/organization must be approved by the Association's Property Rental Coordinator. I further understand that I will be held financially responsible for any damages made to appliances, furniture, or equipment including cost of repairing any damages resulting directly or indirectly from the conduct of any member, officer, employee, or agent of my organization and/or attendees of the event. I understand that the FBSA may cancel our use of the property if my person/organization does not comply with the Property Agreement and terms and conditions listed in this agreement contract.

Renter Signature _____ Date _____ FBSA Property Rental Coordinator _____ Date _____

Property Rental Agreement

Description	QTY Reserved	FEE	QTY Rented	QTY Returned

Fees Due

Total Rental Fees \$

Silver Serveware Deposit \$100

Security Deposit \$50

By signing below, I acknowledge I have read and understand the above terms and conditions and agree to pay in full the fees due.

Renter Signature Date

FBSA Property Rental Coordinator Date

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By signing below, I acknowledge the renter's security deposit was returned in full. All property was returned on time, clean, and with no damage.

FBSA Property Rental Coordinator Date

