

## IDARNG Facility Use Agreement

Organizations Name		Point of Contact / Renters Name	
Organization Type	Number of Attendees	Phone	Email
Event Description			

Rental Location	Daily Minimum	Hourly Rate	Daily Maximum

Rental Date	Start Time	End Time	Hours	Rate
Refresh Calculations			Rental Fee Total:	

**Payable To:** Idaho Army National Guard, Accounting Office,  
Attn: Readiness Center Revenue Accounts,  
4040 W. Guard Street  
Boise ID 83707

Security / Cleaning Deposit*:	
Facility Supervision Fee**:	

\*: Payment made out to Building Manager  
\*\*: Payment made out to Military Member

Required Documentation	Additional Documentation as Required	Fees
<ul style="list-style-type: none"> <li>○ Facility Use Agreement</li> <li>○ Proof of Insurance</li> <li>○ Hold Harmless Agreement</li> <li>○ 501 C Documentation for Non-Profit Rates</li> </ul>	<ul style="list-style-type: none"> <li>○ Alcohol Exception to Policy</li> <li>○ Law and Order Proof (100 or more attendees)</li> </ul>	<ul style="list-style-type: none"> <li>○ Rental Fee</li> <li>○ Security / Cleaning Deposit</li> <li>○ Facility Supervision Fee</li> </ul>

<b>I HEREBY ACKNOWLEDGE THE FOLLOWING DOCUMENTATION FROM THE IDAHO ARMY NATIONAL GUARD AND WILL FOLLOW THE OUTLINED POLICY PRESENTED. I ACCEPT WILLINGLY THE HOLD HARMLESS AGREEMENT AND WILL FOLLOW THE GUIDELINES PRESENTED TO ME:</b>	Point of Contact / Renters Signature and Date

Building Manager (Rank Last, First)	Signature	Phone Number