

## One Day Term Building Rental Agreement

This Agreement is entered into as of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ (Renter),

Authorized Representative of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

and the Salvisa Ruritan Club.

Purpose for renting the building: \_\_\_\_\_

FEE SCHEDULE: \$100 PER DAY *plus* Clean-Up Fee: \$25 which will be refunded IF building is left in a clean & orderly fashion.

DAYS OF USE: \_\_\_\_\_  
*(Please specify day of week i.e. Sunday, Monday, etc)*

Time of Use: \_\_\_\_\_  
*(Please specify time ex: "Morning Worship 8 a.m. to 1 p.m.")*

The Renter is only allowed use of the building for the days and times specified on this agreement. Any use by renter on days other than specified on this agreement is a breach of contract and liability is strictly that of the renter.

Rental of the building is for \_\_\_\_\_ are for rooms specified:

1. Meeting Room
2. Kitchen
3. Bathroom
4. Closet area off kitchen to access clean-up supplies.

Attendees are not permitted in other rooms in the building.

### **Guidelines for Rental of the Salvisa Ruritan Building**

All persons wishing to reserve the use of the building must sign this contract. Please remember that your signature on this contract constitutes responsibility for the attendees of your function, as well as any third parties you might engage to service your function.

Deposits will be returned within 30 days following your event if there has been no violation of the rules, damage, or loss of property. There will be a \$25.00 fee for loss of rental key.

#### **Legal Age**

All persons applying for the use of the facility must be at least 21 years of age.

Members and outside groups who want to rent space for a long term **program that they charge for will, find an agreeable per person charge based on the fee they are charging.**

Building Rental payment for single occurrence events (i.e. events that are not recurring monthly, weekly or quarterly) is due at time of submitting the application. Arrangements can be made to receive the key to the building. In the event of cancellation by the applicant with less than a fourteen (14) days notice, the rental payment will be refunded and the clean-up fee deposit will be forfeited.

### Building Rules:

- a) Smoking is not permitted anywhere in the building.
- b) Returning all furniture and equipment to the original area and arrangements.
- c) Unplugging all coffeepots, hotplates and urns.
- d) Securing all windows.
- e) Turning off all lights.
- f) Turn Thermostat down to 55 degrees in winter. And, turn air conditioning off in Summer.
- g) Locking all doors. Doors must be checked from the outside since they may appear locked, and in fact, be open.
- h) Adequate adult supervision must be supplied for each room of the Ruritan Building. Children must be supervised at all times.
- i) Remove all garbage from the building as the Ruritan Club does NOT have garbage pickup. Garbage must be removed from the premises.

### Decorations

1. No nails, tacks, screws, staples, nor paint-damaging tape may be used on the walls or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings.
2. Only table-top and free-standing decorations are permitted. All candles must be contained in glass holders for safety and to protect surfaces.

### Use of the Kitchen.

Kitchen may be used by Renter, but renter must bring all food, drinks, condiments, and paper goods, etc. Food items in the building belonging to the Salvisa Ruritan Club are not to be used by the Renter. Drinks may be purchased from the Ruritan Club by specified amount.

Following the function, clean all tables and chairs; counters and appliances. Sweep all floors. Kitchen floor is to be wet mopped in the event of spills. Bag all garbage and debris in bags provided by the Ruritan Club and remove from building.

*All garbage and trash must be bagged and the renter must remove it from the premises as the Salvisa Ruritan Club does NOT have garbage pick-up.*

Follow guidelines posted in the kitchen

No leftovers are to be left in the refrigerator.

Renters (members and non-members) must provide their own table covers/linens,

### Emergencies:

Any and all problems must be reported to Ruritan member responsible for renting the building to individuals.

## Disorderly Guests

If anyone attending an event seems to be intoxicated or under the influence of drugs, it must be brought to the host's attention. At that time, no additional alcohol will be served to that person and keys to a vehicle taken away immediately.

## Violation of the Terms

In the event the Salvisa Ruritan Club determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our premises for your function, we reserve the right to cancel your function at any time. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable to either you or others you secure for your event for any such cancellation.

## Confirmation & Signature:

I have read, understand the Rental Guidelines as stated above

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Printed Name

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Signature

## Building Use Checklist:

- Return all furniture and equipment to the original area and arrangements.
- Remove from the building any leftover food from your event.
- Unplug all coffeepots, hotplates and urns.
- Sweep all floors.
- Use wet mop to clean up any spills in the building.
- Secure all windows.
- Turn Thermostat down to 55 degrees in winter. And, turn air conditioning off in Summer.
- Be sure toilets are flushed, but “water not running”.
- Check to be sure water in kitchen sink is NOT dripping or running.
- Turn off all lights.
- Remove all garbage from the building as the Ruritan Club does NOT have garbage pickup. Garbage must be removed from the premises and disposed of by you.
- Lock all doors. Doors must be checked *from the outside* since they may appear locked, and in fact, be open.