

**SHERWOOD SHORES ASSOCIATION
COMMUNITY CENTER
RENTAL AGREEMENT
FEE INFORMATION, RULES, AND REGULATIONS
903-357-6331**

Member - Sherwood Shores Association members in good standing may rent the Community Center (including kitchen area) for \$75.00 per day. Association Members that rent the Community Center using their membership discount must be hosting the event. **Member may not rent the Community Center for a non-member using their membership discount.**

Non-member – Rental is \$100.00 per day for non-members.

RESERVATIONS: Verbal agreements are not valid. All reservations must be confirmed in writing with payment of all applicable fees and/or deposits.

Renter is required to pay a \$50.00 deposit at the time of reservation. Any remaining balance must be paid prior to Renter obtaining use of the premises.

Deposits are refundable and may be returned after rental and upon inspection approval and all conditions of the rental agreement have been met.

- a. There has been no damage to the building or property
- b. The facility has been cleaned and returned to its original state.
- c. The user has complied with all rules and terms of this agreement.
- d. No laws have been violated.

Special rates may be available for events lasting more than two days with the approval of the Board.

Refunds given only if cancellation is made two working days in advance of event.

FACILITY OPENING/CLOSING

A key will be issued to you prior to your event and you will be required to return it to designated Board Member or may be left on the kitchen counter. Deposits will not be returned if keys are not returned. There will not be a building monitor in the building during your rental time. Basic clean-up will be your responsibility (see attached Rental Clean-up Agreement). This will include taking down all decorations, emptying all garbage cans, putting all equipment back where it came from and removing anything you brought to the event.

PLEASE LEAVE THE FACILITY IN THE SAME CONDITION AS YOU FIND IT.

If any damage and/or clean-up cost is more than the deposit the renter will be billed for the difference

The Renter shall comply with all Local, State and Federal Laws and the Rules and Regulations set forth by the Sherwood Shores Association in this rental agreement. Absolutely NO ALCOHOL or any ILLEGAL SUBSTANCES allowed on the premises.

Smoking is NOT ALLOWED inside the building or within ten feet of the entrance. However, a receptacle is provided for outside smoking. Please use, empty, clean and return it back inside the building before leaving the premises. All cigarette butts on the premises must be picked up and disposed of properly.

Use of candles or any other type of open flame is not allowed

Youth groups or organizations holding events for their members or for the public must be chaperoned by an adult(s) whom must remain on the premises for the duration of the rental.

No one under the age of 21 can rent the Community Center.

All activities unless prior arrangements have been made, must end and be vacated and cleaned by 12:00 P.M. the next day. (Unless the Community Center is rented for the following day.)

Please be aware that the Community Center is a **RED CROSS COMFORT CENTER** and may be used for other emergency situations as deemed by Local, State and Federal authorities, if necessary, you may have to evacuate the premises. Also, the Sherwood Shores Association reserves the right to cancel a rental agreement at any time. If either situation arises, a full refund of total payment will be returned in a timely manner.

The Sherwood Shores Association reserves the right to change the Fees and/or the Rules and Regulations, as needed.

SHERWOOD SHORES ASSOCIATION
COMMUNITY CENTER
RENTAL AGREEMENT FORM

For, and in consideration of the sum stated below, the receipt of which is hereby acknowledged, Sherwood Shores Association hereby grants to:

Renter(s)

Address:

Phone:

the right to use the Community Center for a (type of function) _____

_ and for no other purpose, to be held on the _____ day of _____, during the hours of _____ to _____.

FEE INFORMATION

Renter agrees to pay \$ _____ for rental of the Community Center and to pay \$50.00 for the deposit.

** I have read the Community Center Fees, Rules, and Regulations and understand there is a copy for my review posted in the building. _____ (Initial)

Print Name

Signature

Date

INDEMNIFICATION and RELEASE of LIABILITY

1. **INDEMNIFICATION.** It is agreed that the Renter shall indemnify, hold harmless, and defend the Sherwood Shores Association and its Board from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with this rental. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arising in whole or in part from the negligence of the Sherwood Shores Association, any other party indemnified hereunder, the Renter or any other third party.

2. **RELEASE.** The Renter hereby releases, relinquishes, and discharges the Sherwood Shores Association and its Board from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Renter rental. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of the Sherwood Shores Association and its Board, any other party released hereunder, the Renter, or any other third party.

Print Name

Signature

Date

RENTAL CLUB CLEANUP AGREEMENT

Rental Date:

Day of Week Month Day Year

Rental Hours (Include set up and clean up time): _____ to _____

Type of Activity: _____ Estimated attendance: _____

Responsible party/contact person: _____

Address: _____

Cell Phone: _____ Home Phone: _____

RENTER RESPONSIBILITIES:

GENERAL CLEANLINESS: Including, kitchen bathrooms and grounds

- 1. Stack chairs.
2. Remove all food, dishes, cups, beverages, table cloths, etc., from the table tops and clean.
3. In the kitchen, remove all food, dishes, etc., brought in for the event.
Place all garbage in the dumpster outside of the building, and reline cans.
Clean all counter tops, sinks, and stove top as well as oven if used.
Clean any spills on hard floors. Mops are available in the storage room for renter use.
4. Remove all decorations and items brought in the building such as balloons, table decorations, fountains, and ice sculptures.

KITCHEN

- 1. Sink, stove, oven, microwave, stove top cleaned
2. Counters wiped down
3. Refrigerator emptied of food and beverages, cleaned
4. All equipment turned off
5. Floor swept and spills mopped
6. All items brought in by renter or caterer removed (utensils, bowls, etc.)

The undersigned agrees to the above conditions of cleanup.

Renter _____ Date _____