

## 6th Street Senior Center Hall Use Agreement

### How did you learn about using our space?

Name of renter: \_\_\_\_\_ (please print)

Phone number: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Number of people to be at the event: \_\_\_\_\_

Date and time of the event: \_\_\_\_\_

What time do you expect to be finished with the Center? \_\_\_\_\_

Items in kitchen that will be used:

A \$100 fee (\$125 for non-members) will be paid to the 6th Street Senior Center at least 3 days in advance of the date that the Center is to be used. The fee covers 10 hours of use of the Center, which includes set up for the event and cleaning after the event. Additional use time is at a rate of \$25/hour.

A \$200 damage deposit is required to cover cleaning and/or damage to equipment or the Center itself. The damage deposit is to be paid at least 3 days in advance of the use of the Center, and prior to receiving the key to the Center. This damage deposit, or a portion of it, will be forfeited if any extra cleaning or repairs need to be done after usage of the Center.

Two checks will be written: one check for \$100 to cover rental cost, and one check for \$200 for damage deposit, which will be returned if use of the space meets the following criteria. If additional cleaning is required it will be charged at a rate of \$25/hours, and deducted from the damage deposit.

## Criteria

1. No decorations will be hung from the ceiling or ceiling fixtures. No existing 6th St. Center decorations are to be removed.
2. No one is allowed on the band stage, and equipment on the stage may not be used, moved or unplugging.
3. Due to liability, ladders cannot be used for any purpose.
4. Renter is responsible for providing all paper products utilized at their event such as paper plates, cups and napkins.
5. Metal flatware is available for use at the Center, but must be cleaned and put away after use.
6. If renter needs to heat something in the oven, make sure the container is sitting on a cookie sheet. (available in the Center kitchen).
7. All silverware and cups used must be washed and put away.
8. No food or drink is permitted on the dance floor.
9. No alcohol or smoking is permitted on the premises.
10. Counters and tabletops must be cleaned after use.
11. Trash must be removed. (Location of outside trash can will be shown to the renter).
12. Floor must be dust mopped and any black marks from shoes must be removed before leaving. (The renter should examine the floor before use, and report any such marks.)
13. Coffee maker must be turned off and surface cleaned.
14. When you leave, make sure toilets and faucets are not running.
15. Refrigerator must be cleared of all items you have brought.
16. When you leave, lights, and fans are turned off.
17. When you leave the building, make sure that front and back doors are locked. Please double check this.
18. Thermostat must be reset to 68° in winter and 70° in summer.
19. Report any problems with the building before leaving to Valerie at 509-552-9457. Call or text Valerie when you have finished using the premises.

I agree to the above terms for the use of the Sixth Street Senior Center.

Renter signature: \_\_\_\_\_

Date: \_\_\_\_\_

Senior center representative: \_\_\_\_\_

A copy of your signed contract will be sent back to you.