

RENTAL AGREEMENT OF THE VIOLA COMMUNITY CENTER
22364 S Redland Road Estacada OR 97023 PO BOX
2561 Estacada OR 97023

Event Date: _____

1. RESERVATIONS:

- Rental request form to be filled out by renter.
- Fees to be paid in full prior to rental.
- A copy of this document signed by person requesting the rental.

2. CANCELLATION POLICY

- Notification must be made to the Facility Rental Chairperson or President.
- A full refund will be made if the Chairperson receives a written cancellation 7 days prior to the scheduled event. Notice may be sent by mail, email or in person.
- Only the cleaning deposit will be refunded if written notice of cancellation is received by mail, email or in person less than 24 hours prior to the scheduled event.

_____ renter's initials

3. HOURS OF FACILITY AVAILABILITY

- The hours of use for the Viola Community Club are 8:00 AM to 11:00 PM, unless otherwise prearranged.
- Please do not ring the schoolhouse bell after 9:00 PM _____ initial please

4. FEES

- A refundable cleaning deposit of \$100.00 will be returned to the renter if the Viola Community Club is returned to its original state prior to rental.
- A refundable damage deposit of \$100.00 will be returned to the renter is the Viola Community Club is returned in its pre-rental state with all equipment (tables, chairs etc.) present in their original state prior to rental.
- All refunds will be processed by the Viola Community Club treasurer who will issue checks from the club bank account as required within 2 weeks of rental key return.

5. CLEANING

- Kitchen and Bathroom. Please leave in the condition you found them in.
- Sweep all floors. Please do not use any cleaners on the floors. If you have a sticky spill please only use water and a damp rag to clean the spill. A cleaning charge will be applied for sticky floors post event at the cleaning rate.
- Stack chairs, Please do not drag across the floor but rather carry the chairs. Thank you.
- Stack tables, Please do not drag the tables but rather carry across the floor. Thank you.
- Unplug stereo and all unused appliances ie: coffee pots, micro, fridge, etc.
- Turn off lights. Switches by front door, kitchen, bathroom.
- Pick up all litter and remove trash / garbage from grounds
- Pellet stove must be completely burned out before leaving the building
- Doors are to all be locked
- Return all keys to Facility Rental Chairperson, Beverly Mason 971-570-5121 or placed in lock box provided outside door. (Behind the entry door)
- Should cleaning be required post event it shall be charged out at \$25.00 per hour per volunteer and deducted from the cleaning deposit.

6. DAMAGE ISSUES

- The Viola Community Club is a historic building and many volunteers work to make it available at a nominal rent to our community for events. We ask that you do not use the original woodstove and that you do not write on the original blackboards on the walls as they will not clean. We will charge your deposit for this type of damage. _____initial

7. RENT

- \$300.00 PER DAY X _____ DAY (S) \$ _____
- \$100.00 REFUNDABLE DAMAGE DEPOSIT \$ _____
- \$100.00 REFUNDABLE CLEANING DEPOSIT \$ _____
- \$75.00 HALF DAY RENTAL FOR EVENT SET UP \$ _____
- TOTAL DUE IN ADVANCE \$ _____

Will Alcohol be served at this event? _____ Yes _____ No

Alcohol will only be allowed with a One Million Dollar Liability Policy which holds the Viola Community Club, it's Officers and Members harmless. A copy of this policy must be submitted to the rental chairperson a minimum of 2 weeks prior to the event.

_____ renter's initials

Event Date: _____

By signing this contract I agree with all conditions and I will hold harmless and indemnify the Viola Community Center and any members for accidents and or damage. I assume all liability. I understand the Viola Community Center is an alcohol free and smoke free facility and I agree to this policy.

Renter signature: _____ Date: _____

Printed Name: _____

Address for refund: _____

Contact phone number: _____

Contact email: _____

Payment Instructions:

Please make your check payable to The Viola Community Club

Please mail your check and signed contract to:

Viola Community Club
PO Box 2561
Estacada, OR 97023

Thank you for supporting the Viola Community Club's mission to provide accessible space to the local community and to maintain and preserve the Viola Historic Schoolhouse.

Post Event: (office use only)

Issue date: _____ Check Number: _____

Damage deposit refunded? Yes _____ No _____ Amount refunded: \$ _____

Cleaning deposit refunded? Yes _____ No _____ Hours charged against refund: _____

Hours _____ x \$25.00 per hour = \$ _____ charged.

Inspection completed by: _____

Date of Inspection: _____

Sub-contractor Payment: _____