

## SRMPA Meadowbrook Community Hall Rental Agreement

The Meadowbrook Community Hall (Hall) facilities belong to the Sam Rodius Memorial Park Association (SRMPA), a non-profit organization. \_\_\_\_\_ (Renter) agrees to rent the Hall as set forth below and under conditions set forth in Appendix A, and Appendix B, attached to this Rental Agreement.

Renter agrees to accept the Hall as is and to take good care of the Community Hall and not make substantial alterations to the premises and return the Hall to the same condition as prior to rental.

Renter is responsible for clean-up of the Hall after Renter’s event as per Appendix A. Renter agrees to pay a \$100.00 cleaning deposit, which will be returned upon completion of the items in Appendix B. Renter is responsible to reimburse the SRMPA for any cost of propane if Renter does not shut off the two propane heaters upon completion of the Renter’s event.

Renter agrees not to seek reimbursement from SRMPA for damages to the Hall or for injuries to persons on the premises for any cause arising at any time. Renter will reimburse SRMPA for any damage or injury to any person or to the property of any person arising from the use of the premises by Renter or arising from Renter’s failure to keep the premises in good condition. SRMPA will not be liable for any damage caused by negligence, or for any act or negligence of any other person on the premises during Renter’s use. Renter agrees to pay for all damages to the premises as well as all damage or injury or acts of waste or nuisance to anyone caused by misuse or neglect of the premises by Renter or persons allowed on the premises by Renter.

If it is necessary for SRMPA to obtain the services of an attorney to enforce the terms and conditions of this Agreement, Renter agrees to reimburse SRMPA for those fees and costs.

Please return this agreement to: Diana Nottage in person, via email or by US mail. Diana Nottage, 208-661-3663; [diana.nottage@gmail.com](mailto:diana.nottage@gmail.com); 5900 W. Heine Rd. CDA, ID, 83814. Checks should be made payable to SRMPA.

<b>Contact Name</b>	<b>Date of Rental</b>	<b>Organization (if any)</b>
<b>Street Address</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Daytime Phone</b>	<b>Weekend Phone</b>	<b>Email Address</b>
<b>Estimated number attending</b>	<b>Start time of the event</b>	<b>End time of the event</b>
<b>Rental Fee</b>	<b>Refundable Cleaning Deposit</b>	<b>MEMBER / NON-MEMBER</b>
		(Circle one above)

\_\_\_\_\_

Renter/Date Signed

\_\_\_\_\_

SRMPA Representative/Date Signed

**Appendix A – SRMPA MEADOWBROOK COMMUNITY HALL RENTAL AGREEMENT**

HEAT	<p><b>Wood Stove</b> – Renter must designate a responsible person to light and maintain the fire and ensure the fire is extinguished prior to leaving. Renter should refill the wood box before leaving.</p> <p><b>Kitchen Wall and Main Hall Propane Heaters</b> – <b>DO NOT MOVE THE THERMOSTAT LEVER PAST 70 DEGREES.</b> <u>Please ensure the thermostat for both heaters are OFF before exiting. Instructions of operation are posted on the wall next to each heater.</u></p> <p><b>Bathroom Heaters</b> - Bathroom thermostats connected to the baseboard heat must be turned down to 50 degrees prior to Renter leaving the premises.</p>
WATER	Faucet water available on the premises is <b>NOT POTABLE / CONSUMABLE.</b>
FOOD STORAGE	All food brought into the premises must be removed.
KITCHEN	<p><b>Garbage/trash</b> – Renter must remove all trash and garbage from the premises and replace garbage bags before leaving the building.</p> <p><b>Tables/chairs</b> – Tables and chairs can be placed in any configuration the Renter chooses.</p> <p><b>Dishes</b> – Renter should wash and return dishes and utensils to their original place.</p>
LIGHTS	<b>Light switches</b> – Renter must turn off all lights prior to leaving the building.
WALLS / FLOORS	<p><b>Walls</b> – Renter may not tack or nail anything to any walls. Tape used by Renter must be carefully removed.</p> <p><b>Floors</b> – <u>Renter must sweep the floors and mop any soiled areas.</u></p>
LOCKS / DOORS	Renter must lock all doors upon leaving. Renter will leave the key in the lock box on the door prior to exiting the building.
PARKING	Parking is available at the Hall and in the lot immediately above the Hall.

## APENDIX B – SRMPA MEADOWBROOK COMMUNITY HALL – RENTER CHECK LIST

PLEASE CHECK	CHECKLIST
	Turn off all lights.
	Turn off overhead fans.
	Turn off stove/oven.
	Light under kitchen sink left <b>ON</b> (in the winter).
	Extinguish wood stove fire.
	Replace fireplace wood.
	<b>Turn off both propane wall heaters by sliding the thermostat on the side to off.</b>
	Set bathroom heaters to 50 degrees.
	Remove all food or store appropriately.
	Remove all trash and garbage and <b>re-bag all garbage cans.</b>
	Replace tables & chairs to original configuration.
	Wash and replace all dishes and utensils used during Rental event.
	Sweep ALL floors in the Hall.
	Clean all surfaces. <u>Note</u> : Please leave any soiled towels/clothes in the sink that need to be washed.
	Leave Hall key in door key box.
	Make sure all doors are locked.
	Please let us know if anything needs to be replaced – thank you!

Renter Comments:

---



---



---

Renter's Signature /Date

**PLEASE PRINT AND LEAVE THIS COMPLETED, SIGNED FORM ON THE COUNTER IN THE KITCHEN WHEN YOUR EVENT IS OVER.**