

City of Stanley
P.O. Box 53 Stanley, ID 83278
(208) 774- 2286

**Non-Commercial
COMMUNITY BUILDING USE AGREEMENT**

The undersigned person(s) or organization, hereinafter User, agree that in consideration for the use of the Stanley Community Building, they will abide as follows:

Date of Use of Community Building: Beginning Date _____ Time: _____ AM/PM

End Date: _____ Time: _____ AM/PM

For the purposes of: _____

FACILITY	FEE	AMOUNT ENCLOSED
	FEE	
Community Building Rental	\$ 250.00 per day	_____
Security/Damage Cleaning Deposit	\$ 250.00	\$ 250.00
	TOTAL ENCLOSED \$	_____

Rental Fees and Deposit must be submitted at the time of reservation. Cancellation must occur at least 60 days prior to the event for full refund.

All Community Building facilities are subject to inspection according to the guidelines enclosed. Any additional cleaning required by the City will be deducted from Deposit, or if more, User will be billed. If fees are approved by the city council to be waived, a refundable security/cleaning deposit will still need to be submitted. Once inspection finalized by city official, deposit check will be returned or shredded as instructed.

1. User must turn off all lights, coffee pots and anything turned on in the building before leaving the building. All furniture is to be returned to its original location.
2. As needed, User agrees to sign out the building key(s) at the City Office Monday through Friday between 9:00 a.m. and 5:00 p.m., or by making PRIOR ARRANGEMENTS with the City Office.
3. User agrees to deposit key(s) in the drop box located on the outside wall of the Community Building, just left of the City Office door. Key(s) may also be returned to the City Office during business hours listed above. Failure to do so will result in forfeiture of the Security & Damage Deposit or portions thereof.
4. User understands that he or she is solely liable for any and all damages to the Stanley Community Center Building or its contents, arising out of User's use.
5. Should User activity include the dispensing of any alcoholic beverages, the User is solely responsible to first obtain consent from the Stanley City council, and if consent is granted, User is required to obtain at user's sole expense, any and all necessary permits or licenses. User must ensure that all alcoholic beverages are to be served from the lower floor and not from the kitchen or upper floor area. User Shall not allow the sale, possession, consumption of alcohol by anyone under the legal drinking age at any time.
6. Deposit is refundable only after inspection and approval by the City of Stanley. User understands that User is responsible for completely cleaning Community Center. A cleaning agreement attached must also be signed. All garbage is to be taken and put into dumpster. Code for dumpster: 8327

7. User agrees to hold the City of Stanley harmless from all liabilities, accident, injury, loss, suits, fines or expenses that may result from voluntary participants in the user's event.
8. Upon approval the User shall be permitted early access to the building for the purpose of decorating/setting up. The building must be vacated no later than twelve midnight the day of rental, unless prior arrangements have been made.
9. No overnight is permitted.
10. No BBQ's allowed on Property.
11. The contents of the community building are part of the rental and are to be used only on the premises. Nothing from the Community Center is to be removed from the premise for any reason without prior approval and explicit written permission.
12. Emergency Number: If you encounter a maintenance emergency, contact the City Maintenance Manager Kim at (208) 872-4277. For all other emergencies call 911.

Agreed this _____ day of _____, _____

I have read, understood and agree to this rental agreement and to adhere to the terms stated herein as a condition of rental of the Stanley Community building as agreed to the signature below.

User Signature _____

Print Name _____

Contact Information: _____

Address: _____

Telephone: _____

Email: _____

For Office Use Only

Date received _____ Check# _____ Security/Deposit Amount \$ _____

Date received _____ Check # _____ Rental Payment Amount \$ _____

Security Deposit Refunded Y/N if no amount of damage/cleaning cost incurred \$ _____