

Sexsmith & Area Community Centre

Box 1062 Sexsmith, AB T0H 3C0

Hall Rental Agreement

Group Name: _____ Rental Date(s): _____

Contact Name: _____ Phone #: _____

Mailing Address: _____

Time Needed: _____ (Rental times should include set up and clean up)

Please make cheques payable to Sexsmith & Area Community Centre

We now accept e-transfers for deposits and payments to communitycentresexsmith@gmail.com

_____ One time/occasional event - \$25.00/hour _____ Paid

_____ 5 hours or more - \$125/day _____ Paid

_____ 8 or more sessions on a schedule - \$20.00/hour _____ Paid

A separate \$100.00 damage deposit will be requested for the rental of the hall. Upon inspection of the facility the deposit will be returned if there are no damages or extra cleaning required. Excessive damage and cleaning will be charged back to the renter. The following check list will help to ensure that your deposit is returned:

Clean up checklist (ensure all of the following maintenance items are complete prior to leaving facility):

- _____ Remove all garbage generated by the event
- _____ Sweep and wash all floors in main hall area
- _____ Check all washrooms for garbage/cleanliness (ensure all toilets/urinals are flushed)
- _____ Lock hallway door (going to washrooms)
- _____ Ensure all windows are closed and locked
- _____ Ensure that all lights are turned off
- _____ Ensure thermostat has been turned down to 68°F/20°C
- _____ Double check that all the doors are locked

******Note: Deposit is non-refundable due to cancellation unless two weeks (14 days) notice is given prior to rental date.******

Things to Note

- You must bring all of your own kitchen supplies, including towels and soap
- Tables and extra chairs are located in the office
- Dust Broom & mop are located in the janitor's room in the hallway. Be careful to use only the designated cleaner on the floor and use only cold or warm water when washing floors. Please leave the facility in the same condition you would like to find it in. If the facility is untidy at the time of your rental, please contact the Beth Endresen at 780-978-7610 to report this problem.
- **NO ANIMALS ALLOWED UNLESS PRIOR PERMISSION IS OBTAINED**

I accept all of the conditions above.

_____ Name _____ Signature _____ Date _____

Deposit Accepted? _____ Cheque # _____

Deposit Returned? _____ Deposit not returned due to: _____

Please do not use tape to attach signs to the glass doors. Only Painter's Tape permitted on walls and floors

COMMUNITY CENTRE EXIT CHECKLIST

Clean up checklist (ensure all of the following maintenance items are complete prior to leaving facility):

- ☐ Remove all garbage generated by the event
- ☐ Sweep and wash all floors in main hall area
- ☐ Check all washrooms for garbage/cleanliness (ensure all toilets/urinals are flushed)
- ☐ Lock hallway door (going to washrooms)
- ☐ Ensure all windows are closed and locked
- ☐ Ensure that all lights are turned off
- ☐ Ensure thermostat has been turned down to 68°F/20°C
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