

Mt. Hood Town Hall

**RENTAL AGREEMENT
Classes / Programs / Events**

Rental Type			
Contact			
Address			
Email			
Phone		Contract Term	
Size of Group		Day(s) of Use	
Participant Cost		Time of Use	

CONDITIONS OF USE:

_____ (“Lessee”) enters into this rental agreement (“Agreement”) with the Mt. Hood Town Hall Association, Inc. (“MHTH”) and by signature below understands and agrees to the following conditions of use:

1. The user shall pay for any damage to the facilities and its furnishings, other than normal wear and tear. The MHTH Board of Directors shall be the sole judge of restitution and repair. Damage to the building will necessitate the deposit to be withheld; the user then forfeits the right to rent in the future. ____ (initial)
2. Lessee assumes full responsibility for any persons involved with their organization, should they suffer injury while on the premises. Lessee agrees to indemnify and hold harmless the MHTH its officers, property owners, Board of Directors, and its’ members, from any and all claims of damages or injury arising out of said use. It is the Board of Directors recommendation that the lessee carry a liability insurance policy of at least \$300,000 naming the MHTH and its officers and board of directors as additional insured.
3. The requesting organization shall be solely responsible for enforcement and compliance of all applicable laws, regulations and codes regarding fire and safety, both by members of the user organization and by their guest(s). User organization accepts full responsibility for furnishings, belongings and electrical equipment brought into the Mt. Hood Town Hall property. The MHTH is not responsible in the event of theft or vandalism.
4. Any necessary permits, copyright fees or other costs associated with productions held at the MHTH shall be obtained and paid for by the user organization. User agrees to hold the MHTH harmless from any fees associated with use.
5. All requests for use and all uses involving participation by minors must be made by a responsible adult.
6. The user organization may not in any way, in whole or part, sublet or grant to another organization or individual any right to use any portion of the MHTH’s property granted by this agreement.
7. At the conclusion of the period of uses, the facility shall be cleaned and returned to the MHTH in good order; if not, a fee equal to the amount incurred for cleaning and/or repairs shall be charged. User organization will also be charged \$3.50 for each bag of garbage left for the MHTH to haul away.
8. Furnishings shall not be moved without prior approval by the MHTH.
9. Parking is permitted in the parking lots only. NO parking on the grass, the south side of the drive way or in the neighbor’s driveway.
10. NO SMOKING in the building or within 10 feet of the perimeter of the building. All cigarette butts must be properly disposed of by user.
11. Consumption of alcohol is allowable only when a deposit is paid.
12. MHTH requires 14 days notice of cancellation or nonuse. The MHTH reserves the right to retain 50% of the deposit.
13. It is critical to the ongoing operation of the MHTH that the building and grounds remain clean and ready for use. Renter will abide by the attached documents: “clean-up checklist” and “rental instructions”.

Mt. Hood Town Hall

RENTAL POLICY:

1. As an inclusive community center, the MHTH strives to accommodate all users and make the facilities available for all those requesting use.
2. In the event a double booking of the facility occurs it shall be the policy of the MHTH to give preference to those whom booked the rental first.
3. If a patron books a room, but not exclusive use of the building, and another party wishes to book another space in the building, then both parties shall be accommodated, regardless of use. If exclusive use of the buildings and grounds are desired, the rental price must reflect exclusive use.

Anti-discrimination Policy

1. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, or veteran status, is prohibited.
2. The MHTH reserves the right to refuse service to any potential renter that has demonstrated a lack of respect for the MHTH rental policy and/or MHTH property in the past.
3. Certain elements at the MHTH may require assistance to those with physical disabilities.

Simultaneous vs. Exclusive Use Policy.

1. Rentals are for individual rooms **OR** exclusive use of the building and grounds. Renters shall be informed that if they choose to rent only one portion of the building, other renters may also rent space in the building.
2. Check one:
 Lessee has exclusive use of building or;
 Lessee has been informed of the possibility of simultaneous use.

CLASS FORMAT:

1. Classes will take place during 4 sessions:
Fall (September, October, November, December)
Winter (January, February, March)
Spring (April, May, June)
Summer (July, August)
2. Instructors will be responsible for handling registration and payment for their classes unless other arrangements have been made.

SPECIAL TERMS APPLICABLE TO LESSEE

Mt. Hood Town Hall

FACILITIES REQUESTED:

Please mark all boxes for rental spaces that apply to requested use:

- | | | | |
|--|-------------|--|--------------|
| <input type="checkbox"/> White Room | \$10 / hour | <input type="checkbox"/> Gym / Stage | \$20/ hour |
| <input type="checkbox"/> Green Room | \$10 / hour | <input type="checkbox"/> Multi-Purpose Art Room | \$15/ hour |
| <input type="checkbox"/> Carpet Room | \$10 / hour | <input type="checkbox"/> Entire Building & Grounds | \$100 / hour |
| <input type="checkbox"/> Blue Room | \$10 / hour | <input type="checkbox"/> Kitchen and Dining Room | \$25 / hour |
| <input type="checkbox"/> Outside Grounds | \$15 / hour | | |

RENTAL FEES:

Room Rental Fee: \$ _____ x # hours _____ = _____

Service Fee: \$ 75

Deposit (clean, damage, hold date) \$ _____

Alcohol Deposit \$ 200

Total Amount Due \$ _____

You will be charged an additional \$20 per hour for clean up.

PAYMENT:

Classes:

Payments shall be made to Mt. Hood Town Hall on or before the 15th of each month _____(initial) or at the beginning of each session_____(initial). Payments received after this date shall incur a \$25 late fee.

Events:

Deposit must be made at the time of booking. All other payments must be mailed and received at least 15 days prior to the event date.

Mail payments to MHTH PO Box 247, Mt Hood, OR 97041.

AGREEMENT:

Review of usage of building _____ Agreed to and Accepted (date) _____

Mt. Hood Town Hall Representative

Renter/Responsible Party

Mt. Hood Town Hall

RECEIPT:

Treasurer

Name of Renter _____

Deposit Received \$ _____

Total Paid \$ _____

Notes:

Records

Name of Renter _____

Deposit Received \$ _____

Total Paid \$ _____

Notes:

Renter

Name of Renter _____

Deposit Received \$ _____

Total Paid \$ _____

Notes: