

# West Sandy Community Association Facility: Rental Agreement

In consideration of the mutual promises of parties hereto, West Sandy Community Association, a non-profit 501 (3)(c) organization, hereinafter referred to as WSCA, and

\_\_\_\_\_ hereinafter referred to as USER, hereby agree to enter into an agreement for the usage of the premises known as the West Sandy Community Association, in the City of Huntsville, County of Walker, Texas.

1. USER acknowledges premise or WSCA premise includes property, structures, furnishings, fixtures, and equipment owned by WSCA and agrees to leave the WSCA premises in as good of condition as when received, reasonable wear and tear accepted. USER accepts the premises as in good condition and will be responsible for all breakage, loss, and other damage.

2. The USER desires use of the WSCA premises for the duration below:

\_\_\_\_\_

Date(s)

\_\_\_\_\_

Time(s)

3. The fee for premises usage shall be \$\_\_\_\_\_, plus a security deposit of \$\_\_\_\_\_, payable minimally 2 weeks prior to commencement date of usage. User acknowledges this fee may not cover all costs incurred by WSCA associated with USER'S activities. Therefore, additional donations are welcome.

4. At the discretion of WSCA, the security deposit may be refunded to USER within a reasonable timeframe after usage or may be applied to cleaning or repair of damage caused by USER.

5. USER agrees that the WSCA itself, it's Trustees, Officers and Members shall not be responsible for loss or injury incurred on the premises. And further the WSCA itself, it's Trustees, Officers and Members shall not be responsible or liable for loss of or damage to, any person or personal property of USER or USER'S guests during the usage period.

6. USER acknowledges that the WSCA premises are a SMOKE, ALCOHOL and DRUG FREE facility.

7. USER is responsible for furnishing all paper products, dishes, and cooking utensils.

8. USER may cancel this agreement by giving WSCA written notice of intent to cancel, at least 2 weeks prior to the usage start date.

9. USER agrees to abide by the guidelines specified in Addendum #1 and Addendum #2.

Remit Payment To:

West Sandy Community Association  
P.O. Box 8942  
Huntsville, Texas 77340-0016

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**Date of Agreement**

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**USER Signature**

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**USER Home Telephone Number**

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**USER Office Telephone Number**

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**USER Cell/Mobile Number**

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**USER EMAIL Address**

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**USER Home (Physical) Address**

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**USER Mailing Address**

**Additional Information for WSCA:**

# West Sandy Community Association Facility Rental and Use: Additional Information

## **Addendum #1: Decorating Guidelines**

These decorating guidelines must be followed when USER is decorating the premises to prevent damage to the WSCA premise. If these guidelines are not followed USER will forfeit all or part of the Security Deposit. A premises inspection will occur after usage and before the Security Deposit is refunded.

- Standard tape may NOT be used on any painted surface or on the ceiling. Paint “friendly” tape may be used on painted surfaces.
- The only other adhesives permitted are “Command Adhesive” brand hangers. To prevent damage to the surface, they must be removed according to the directions on the package.
- Nails and screws are NOT allowed. Any holes created in the walls will be considered property damage.
- Do not hang items from the ceiling or light fixtures.
- No spray or brushed paint may be used on the inside or outside the WSCA premise for decoration.
- If confetti or similar is used by USER, ALL must be removed from the WSCA premise.
- Decorations attached to the outside of the building or grounds must adhere to these same guidelines.
- All decorations must be completely removed upon vacating the WSCA premise at the end of USER usage. This includes decorations or signs at the front entrance of the facility.

## **Addendum #2: Cleaning Checklist**

This cleaning checklist must be followed when USER has completed usage of the WSCA premise. If these guidelines are not followed, USER will forfeit all or part of the Security Deposit. A premises inspection will occur after usage and before the Security Deposit is refunded.

### **Bathrooms**

- Wipe down all sinks and counter tops.
- Flush toilets and ensure they are wiped down.
- Wipe off sinks and faucets.
- Empty trash cans, into the cans housed in the shed at the back of the building.

- Clean mirrors.

### **Kitchen**

- Wash all used dishes, pots, pans, coffee pots, etc. and, after drying, return to the original location where found.
- Any food left over must be removed from refrigerator and from building.
- If used, wipe down refrigerator and clean-up any spills.
- Wipe down all kitchen counters.
- Trash in kitchen is to be placed in garbage can, west side of building, or removed from premises.
- Ensure coffee maker(s) are cleaned and left unplugged.

### **Outdoors**

- Pick up trash and place in garbage can, west side of building, or remove from premises.
- Remove all signage and decorations.

### **Front Entrance**

- Remove all signage and decorations.

### **Trash**

- All trash is to be placed in garbage can, west side of building, or removed from premises.
- After cleaning, return all trash cans to original location.

### **Before Leaving**

- Tables and chairs are to be left as originally found. Do not stack chairs on tables.
- Sweep and mop all floor surfaces.
- Turn off all lights.
- Turn off the air condition/heater and fans.
- Ensure that all windows and doors, front and back, are locked.