

SHERWOOD FOREST IMPROVEMENT ASSOCIATION
269 KNIGHT HOOD LANE, DIVIDE, COLORADO

COMMUNITY HALL USAGE RENTAL AGREEMENT POLICY

1. **The community hall is available on a reservation basis.** Rental fees are: \$50.00/day for Dues paid members, and \$100.00/day for non- members including a \$50.00 damage/ clean-up deposit, returnable after inspection of the hall. (All fees must be paid in advance of usage.)
2. To rent the Hall contact the SFIA Treasurer. You may contact by phone or e-mail. Information is on our WEB Site (SFIADIVIDE.ORG). Plan ahead, at least 2-weeks, verify that the Hall is available for your time. You will be advised of payment, when and where to pick up the keys and return of the keys.
3. Use of the hall allows use of the kitchen facilities, which includes sink, refrigerator, stove, coffee makers, and limited pot and pans. (You will have to provide your own cook wear, serving supplies, dishes, cups, spoons, forks, etc.)
4. If in the case of set-up time needed, such as table, chairs, decorations, etc., arrangements can be made a day in advance at no extra charge.
5. **SAFETY:** All candles must be in containers. Open flames are prohibited. Only exemption is in the case of candles on a birthday cake. The fireplace may NOT be used. **REMEMBER:** FRONT AND BACK DOORS WILL BE UNLOCKED AT ALL TIMES WHEN HALL IS OCCUPIED. When Hall usage is completed for your activity, PLEASE: Remember to lock ALL doors when you depart. Thank You. (Please return keys to the Treasurer)
6. All trash will be placed in containers provided. (Lessee will provide large black trash bags)
7. **CLEAN UP:** All table and chairs will be returned to storage area. Kitchen will be cleaned up; floors will be swept (brooms and dust pans are provided in kitchen closet). Hall floors will be cleaned, vacuum cleaner is provided. All trash will be removed and disposed of by Lessee.
8. All lights must be turned OFF and thermostats reset to 60 degrees (if used for heating)

I agree to all of the above.

Name of lessee	Address	Phone #
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Name of Board member leasing hall.

Cash Deposit/ check number (FEE)	*Dues paid member	*Non- member
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