



SHERWOOD FOREST IMPROVEMENT ASSOCIATION

Community Hall Usage/Rental Agreement and Policy

The Community Hall is available on a reservation basis.

Rental Fees **must be** paid in advance and are as follows:

SFIA Dues Paid Members: \$50.00/Day | Non-Members: \$100.00/Day

ALL renters **must also** pay a \$50.00 damage/clean-up deposit.

This deposit may be refunded after inspection of the hall.

To rent the Community Hall, please contact the Hall Manager, through the SFIA website (sfiadivide.org) or by emailing sfiadivide@gmail.com. We request that you plan ahead, at least 2-weeks, to verify that the space is available for your time frame. Once your request is submitted, the Hall Manager will contact you regarding payment, the pick-up / drop off of the keys for the Community Hall, and the signing of the Lease Agreement that's ON THE NEXT PAGE.

Lessee Name: _____

Address: _____

Phone Number: _____ **Email:** _____

Dues Paid Member? YES NO (circle one)

Number of Days/Dates Requested: _____

Amount Paid:

Deposit: Cash/Check# _____

Rental Fee: Cash/Check# _____



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SFIA Community Hall Rental Agreement

My signature below acknowledges that I have read, and agree to, the following regarding use of the Sherwood Forest Community Hall.

- ⇒ The rental of the hall allows use of the kitchen facilities (sink, stove, refrigerator, coffee makers, and limited pots and pans). You will be responsible for any other items that you may need for your event. If additional time for set-up is required (tables, chairs, decorations, etc.), and if the space is available, arrangements may be made for the day prior to your event for set up at no extra charge.
- ⇒ **SAFETY:** All candles MUST be in containers, open flames (not in an approved container) are prohibited. With the exception of candles on a Birthday Cake. The fireplace does not work and may NOT be used. FRONT AND BACK DOORS ARE TO REMAIN UNLOCKED AT ALL TIMES WHEN HALL IS OCCUPIED.
- ⇒ **CLEAN UP:** YOU ARE RESPONSIBLE TO PROVIDE YOUR OWN BAGS AND THEN REMOVE AND DISPOSE OF ALL TRASH. All tables and chairs will be returned to the storage area. Kitchen counters, stove and sink should be wiped down. Any cooking items used will be washed and returned to their proper place. ALL floors should be swept/mopped/vacuumed accordingly. (Brooms and vacuum are available.)
- ⇒ **LEAVING THE HALL:** ALL doors must be locked when you leave the Hall. Turn off ALL of the lights. Reset thermostat to 60 degrees (if heat was used). Arrangements will be made to: return the keys to the Hall Manager, have the Hall inspected, and return of the deposit if applicable.
- ⇒ I agree to be responsible for the cost of repair of any damages that occur, outside of normal and reasonable use, during the rental of the Community Hall.

Signature: _____ **Date:** _____

SFIA Authorized Representative: _____