

**SILVER CITY SCHOOLHOUSE COMMUNITY CENTER**  
**LOCATED AT 385 HIGH STREET, SILVER CITY, NV - MAILING ADDRESS IS PO BOX 385, SILVER CITY, NV 89428**  
**EMAIL: SILVERCITYSCHOOLHOUSENV@GMAIL.COM PHONE: 775-813-1795**  
**BUILDING USE RULES, POLICIES, FEE SCHEDULE AND APPLICATION**  
**FOR SCHOOLHOUSE RENTAL**

VERSION 9-24

**OVERVIEW**

The Schoolhouse is managed by the Silver City Preservation Society (SCPS), a 501 (c) (3) non-profit corporation created by residents of Silver City. SCPS was created to encourage and support the people and living environment of Silver City, Nevada and preserve its unique ambience through educational, cultural, and charitable projects.

The Silver City Schoolhouse is at the heart of our community. It is where we greet our neighbors, play with our children, make music, feast, laugh, grieve and celebrate life with its twists and turns. We fought long and hard to restore this building to its place in our lives, and it is here for us to use. The following procedures are intended to clarify some of the responsibilities that come with this privilege.

Please think green when using the Schoolhouse. We have plenty of glasses, crockery and utensils so there is no need to purchase single use plastics and paper. Be sure to recycle your glass and aluminum and clean cardboard.. Preserving the environment is part of our mission.

**CHECKLIST FOR USE OF THE SCHOOLHOUSE**

1. **Call the Silver City Preservation Society (SCPS) Board at 775-813-1795** to see if your date is available and reserve the building. A SCPS Board member or designee will answer or return your call within one week. You will be assigned a contact person.
2. **Meet at the Schoolhouse** (phone meetings can be arranged if needed) to fill out the application, view the facility and schedule event set-up time and cleanup inspection. Pay the deposit at this time. This will confirm your date.
3. **Obtain a certificate of insurance** naming SCPS and Lyon County as Additional Insured. Please see the addendum B attached for the exact requirements. (This can be further discussed at the initial Schoolhouse meeting)
4. **Pay all applicable fees** at least two weeks prior to the event. If fees are not paid by this point, the event date may be canceled and deposit forfeited. (*The Schoolhouse may be rented on shorter notice if it is available*).
5. **Conduct your event in accordance with all rules and policies.**
6. **After your event, clean up and tidy all rooms.** Follow cleaning instructions attached. Remove all trash. If there is room in the green trash bin you may use it, take any extra with you. We now have recycling but no plastic. Follow directions on signs on Recycling enclosure next to parking lot.

**Windows and doors must be closed securely and locked when you leave and anytime the building is not occupied. Please double check. Sometimes the doors don't latch.**

**QUESTIONS OR PROBLEMS? Let us know ASAP. We are happy to help.**

In case of public emergency or other County event (natural disaster, or any other emergency deemed by the County Manager) reservations may be canceled by the SCPS, Lyon County Manager or his/her designee. ***Large events may be required to provide additional insurance and security to monitor events. SCPS reserves the right to deny any application.***

SILVER CITY PRESERVATION SOCIETY (SCPS)  
SILVER CITY SCHOOLHOUSE COMMUNITY CENTER  
USE APPLICATION FOR RENTAL

Initial \_\_\_\_\_ **In signing below, I acknowledge and agree to abide by the rules and policies stated above and within this application all of which are posted on the entryway bulletin board.**

Applicant Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Event Description \_\_\_\_\_

Date and time \_\_\_\_\_

Recurring event? List future dates (eg every Tuesday in May at 10 am or specific dates): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SCPS Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**PORTIONS OF THE SCHOOLHOUSE REQUESTED**

Entire Facility (hours) \_\_\_\_\_ (includes kitchen  
and all furnishings)

Kitchen only (hours) \_\_\_\_\_

Additional tables and chairs from the Shed

Tables only (number) \_\_\_\_\_

Bathrooms only \_\_\_\_\_

**Basic requirements**

Applicant must be 21 or over and be present for the duration of the event. If there is alcohol on the premises, it must be under the supervision of a responsible adult. A permit is required for sales of alcoholic beverages. Applicant and attendees must use basic courtesy especially to the neighbors, be non-discriminatory, and follow local laws and regulations. **Applicant is responsible for obtaining any required permits. Do not tack, nail, tape, or otherwise affix anything to the Schoolhouse walls, doors, windows or the wind screen for the park stage. No silly string! No Smoking!**

**INITIAL \_\_\_\_\_ APPLICANT WILL BE RESPONSIBLE for any dirt or damages. the applicant agrees to pay any costs for cleaning, repairs or replacements of Schoolhouse property they incurred.**

**HOLD HARMLESS:** The user/applicant of this facility is the responsible individual and agrees to indemnify, defend and hold harmless SCPS, Lyon County, its commissions, boards, offices, employees, and volunteers from all costs, expenses and damages for liability arising out of the use of this facility or the use by persons invited to use the facility by the applicant

I, the applicant, agree to all the rules and policies stated above including the overview and checklist.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SILVER CITY PRESERVATION SOCIETY  
 HISTORIC SCHOOLHOUSE RENTAL FEE SCHEDULE AND INVOICE  
 YOU WILL RECEIVE A FINAL COPY OF THIS FORM WITH ALL CHARGES AFTER YOUR EVENT

APPLICANT \_\_\_\_\_ EVENT DATE \_\_\_\_\_

<p><b>ENTIRE FACILITY (CIRCLE ONE FEE)</b>                  SMALL GROUPS (LESS THAN 25)        \$40 PER HOUR / \$200 PER DAY                   GROUPS OF 25-60 PEOPLE                    \$60 PER HOUR / \$300 PER DAY                   MORE THAN 60 PEOPLE                         \$85 PER HOUR / \$425 PER DAY</p> <p><b>KITCHEN ONLY</b>     \$10 TO \$30 PER HOUR                  (NEGOTIABLE ON A CASE BY CASE BASIS DEPENDING ON USE AND NUMBER OF PEOPLE.)  <b>BATHROOMS ONLY</b>                                         \$15.00 PER HOUR (FOR PARK EVENTS)</p> <p><b>THERE IS A 50% DISCOUNT ON ABOVE CHARGES FOR EVENTS HOSTED BY SILVER CITY RESIDENTS</b></p> <p><b>LINEN LAUNDER</b>     \$5 PER TABLECLOTH/\$4 PER DOZEN NAPKINS  <b>TABLES ONLY</b> RENTAL                                         \$5 PER TABLE (FOR PARK USE)  <b>CHAIRS ONLY</b> RENTAL                                         \$75 PER EVENT (FOR PARK USE)</p> <p><b>CLEANING AND DAMAGE DEPOSIT</b>        \$300 REFUNDABLE \$_____ PAID DATE_____</p> <p><b>RENTERS ARE REQUIRED TO DO BASIC CLEANUP. SEE INSTRUCTIONS IN ADDENDUM A ANY OF THIS CLEANING STILL NEEDED WILL BE DEDUCTED FROM YOUR DEPOSIT. DEPENDING ON THE SIZE OF THE GROUP AND THE CONDITION OF THE FACILITY THIS USUALLY RANGES FROM \$60 TO \$200.</b></p> <p><b>EVENT SET UP AND CLEANUP CAN BE ARRANGED FOR AN ADDITIONAL CHARGE OF \$20 PER PERSON HOUR</b>  <b>ADDITIONAL DONATIONS TOWARDS OUR PROGRAMS ARE GREATLY APPRECIATED \$_____ DONATION</b></p>	<p>FEEES</p> <p>\$ _____</p> <p>FACILITY RENTAL</p> <p>\$ _____</p> <p>KITCHEN ONLY</p> <p>\$ _____</p> <p>BATHROOM ONLY</p> <p>\$ _____</p> <p>LOCALS DISCOUNT</p> <p>\$ _____</p> <p>LINENS ETC</p>
<p><b>TOTAL OF RENTAL FEES</b>  <b>FEE FOR EVENTS THAT BRING IN MONEY</b>                  THROUGH DONATIONS, SALES OR SERVICES:    10% OF NET PROCEEDS</p> <p><b>ADJUSTMENTS (ADDITIONAL CLEANING CHARGES ETC):</b>                  _____                  _____</p>	<p>\$ _____</p> <p>FEEES</p> <p>\$ _____</p> <p>10%PROCEEDS</p>
<p><b>TOTAL OF CHARGES</b>     \$ _____</p> <p><b>CHARGES PLUS DEPOSIT PAID:</b>     \$ _____</p> <p><b>AMOUNT OF DEPOSIT TO BE REFUNDED IF ANY:</b>     \$ _____</p> <p>DATE OF REFUND AND CHECK # _____ REFUND</p> <p><b>OR AMOUNT OWED:</b>     \$ _____</p> <p><b>DATE PAID TO SCPS</b> _____ OWED</p>	<p>\$ _____</p> <p>ADJUSTMENTS</p> <p>\$ _____</p> <p>TOTAL CHARGES</p>

## Addendum A:

Instructions for cleaning the Schoolhouse after your event:

The door key will open the janitor's closet in the east entryway. Everything you need is in there except rags and sponges which are in the drawer under the pass-through window.

*It may look like a lot but all these tasks won't take long for a small group. You only clean the areas you used, if you have a larger group make sure you have volunteers to help out.*

- Pack up everything that is yours and remove it. Check for items event participants may have left behind.
- Dust mop the wood floors and clean up any spills with damp rag
- Wipe down the tables, chairs, etc. Make sure there are no spatters on table edges and table and counter legs and cabinets.
- Leave furniture as you found it. Place tables and chairs back on the carts and take them to the shed. (20 chairs, two large tables and one of each other size table remain in the schoolhouse)
- Remove all trash, including bathroom trash.
- Wipe down the bathroom fixtures and clean up any spills
- Wash any dishes, pots, and pans you use and put them away. The dishwasher is basically for rinse and sanitize. Everything must be washed by hand before placing it in the dishwasher. Mop the kitchen floor, scrub the stove, kitchen island, counters, appliances etc. Dry and put away any pots and pans, dishes and everything.
- Take the trash out to the green WM bin by the Recycle enclosure. If the green trash can is full, take away any additional trash with you.
- We now offer recycling. Place clean glass and cans in the recycle bins in the Recycle enclosure. We do not take any kind of plastic. We accept clean, flattened cardboard too.

Items left undone will result in additional charges. If you would prefer, clean-up can be provided at an additional charge that depends on the condition of the schoolhouse after the event. \$20 per person hour.

Addendum B:

## Insurance

A certificate of liability for a minimum of a 24 hour period of the date of your rental is required. This will be required at least **one week** before the date of your event.

The Insurance must explicitly state the following conditions:

\$1,000,000 per occurrence with a \$2,000,000 aggregate is acceptable.

The certificate of insurance must specify that the Silver City Preservation Society is being included as an “additional insured” to the general liability coverage with a “waiver of subrogation” for SCPS. This should be in the Description of Operations field on the certificate, the certificate should also be accompanied by the specific endorsement forms from that individual’s policy proving that they do in fact have the “additional insured” and “waiver of subrogation” endorsements on their policy.

Lyon County, Nevada (The facility owner) and the Silver City Preservation Society, its Board Members, must be named as additional insured for any claim or claims resulting from or growing out of the renter or event.

If you do not have a general liability policy that will cover the event being held, you can get special event insurance and you do not even have to go through an agent or broker. You can go to <https://www.specialeventinsurance.com/> There are also many other sites online these days that could probably get you taken care of. This just happens to be one our insurance agent is familiar with.