

**Visalia Friendship House
Facility Use Agreement 2025
Day Use Contract
Issued Key Number: _____**

THIS FACILITIES USAGE AGREEMENT is entered into **this** _____ **day of** _____, _____ by and between Visalia Friendship House and the USING PARTY listed below.

Group Name: _____

Group Address: _____

Group Contact Name: _____

Group Contact Email: _____

Group Phone & Cell Phone: _____

Group Purpose: _____

DATES TO BE USED: _____ TO _____

Fee: Full Day \$125 _____ ½ Day \$75 _____

Certificate of Insurance required 7 days before the event.

- Any other use of the VFH must be authorized by the Visalia Friendship Board.
- Sally Saunders 559-303-7771 saunders51sally@gmail.com **
- Christine Lewis 559-786-4313 justme82283@aol.com ***
- If you have a problem; or find VFH dirty; or have plumbing problems, call *** (Sally Saunders)
- This agreement applies to all responsible adults associated with the event.
- VISALIA FRIENDSHIP HOUSE provides the building. The GROUP provides everything else (ie: paper plates, cups, utensils) .

Please initial:

____ 1. Provide certificate of insurance naming VFH as insured for your event.

This can be obtained through your homeowners' policy or online.

____ 2. No alcohol is to be served during the event.

- ___ 3. Bounce houses, water slides or any mechanical or blow-up yard devices are prohibited.
- ___ 4. Tables to be left clean and wiped after use. All tables moved outside of the building are to be returned to the interior of the facility. Cleaned and free from any yard grass or dirt.
- ___ 5. Floors to be vacuumed and left clean.
- ___ 6. Restrooms checked by responsible adult for clean surfaces. Flushed toilets, no toilet running, and trash emptied, and a clean trash bag put in.
- ___ 7. Kitchen must be left clean, including floor, trash emptied, no dishes in sink or in drainer.
- ___ 8. All inside trash cans should be emptied in outside receptacles.
- ___ 9. All food products are to be removed from the building and not left in refrigerator.
- ___ 10. All doors and windows must be locked and checked whether you use them or not.
- ___ 11. Turn off fans and heaters, air conditioners when leaving.
- ___ 12. All lights are to be turned off.
- ___ 13. Tables and chairs are property of the VFH and are not to be "borrowed" or remove from the VFH.
- ___ 14. Lock the front door and return the key through mail slot, unless other arrangements have been made.
- ___ 15. Call the VFH contact person with any broken items or problems incurred while using the facility. Please notify the VFH person with any notice of people who may have been injured while on property.

This is a SMOKE FREE BUILDING/PREMISES. Smoking within the building and on premises is strictly prohibited.

The undersigned have carefully read, understand and agree to the terms of this Agreement, and understand that if found to be non-compliant will have their use of the Visalia Friendship House terminated.

Authorized Group Representative Signature Date

FOR VFH USE ONLY

Certificate of Insurance: { } Requested { } Received
Facility/Building Use Fee \$ _____ { } Received Date: _____