

**Visalia Friendship House
Facility Use Agreement 2025 -2026**

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

PARAMETER OF USE. Use of the Visalia Friendship House shall be limited to the following:

Troop/Group Name: _____

Troop/Group Contact Name: _____

Troop/Group Contact Email: _____

Troop/Group Phone & Cell Phone: _____

Troop/Group Purpose: _____

____ **Group A: GS Troops/SU regularly using Track A (1st,3rd,5th)**____ **Track B (2nd,4th)**____

____ **Group B: GS Troop/SU Single Use**

____ **Group C: GS Council Events**

____ **Group D: Other Local Non-Profit groups & Organizations (at the discretion
Of the Visalia Friendship House Board)** _____

{ } **Large Room** { } **Small Back Room** { } **Kitchen** { } **Back Yard**

Track A (1st,3rd,5th)____ **Track B (2nd,4th)**____

DATES TO BE USED: _____ **TO** _____ **DAY OF WEEK** _____

TIMES OF DAY/EVENING: FROM _____ **AM/PM** **TO** _____ **AM/PM**

- 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 ***
- No land line exists so responsible adult must have cell phone.
- If you have a problem; or find VFH dirty; or have plumbing problems, call *** (Sally Saunders)
- Troops found to be non-compliant one time will be asked to find another facility for meetings.
- This agreement applies to all responsible adults associated with each troop/group. Leaders, Co-Leaders, etc.
- VISALIA FRIENDSHIP HOUSE provides the building. The TROOP/GROUP provides everything else.

Please initial:

- ___ 1. Tables to be left clean and wiped after use. Protect tops when creating crafts.
- ___ 2. Floors to be vacuumed and left clean.
- ___ 3. Restrooms checked by responsible adult/girls for clean surfaces. Flushed toilets, no toilet running, and trash emptied and a clean trash bag put in.
- ___ 4. Kitchen must be left clean, including floor, trash emptied, no dishes in sink or in drainer.
- ___ 5. All doors and windows must be locked and checked whether you use them or not.
- ___ 6. Turn off fans and heaters, air conditioners when leaving.
- ___ 7. All lights to be turned off.
- ___ 8. Troops meeting Wednesdays are asked to put VFH trash bin to curb.
- ___ 9. Troops meeting on Mondays please bring green barrel into receptacle.
- ___ 10. Take out trash when troop/group meeting is over. Leave no food in trash.
- ___ 11. Troops/Groups encouraged to re-cycle. Storage is not to be done at VFH.
- ___ 12. Troops are expected to donate toilet paper and paper towels for their troop's use and the good of the VFH.
- ___ 13. Art projects confined to appropriate areas. Do Not leave projects out for the next user to work around. VFH is not responsible for lost, stolen, trashed troop projects. Be respectful. Notify ** or *** with special circumstances.
- ___ 14. Troops using VFH will be expected to volunteer at least one time a year for a "work day". See VFH Work Day calendar (1/2 day work detail about 3-4 hours).
- ___ 15. Troop using storage areas are responsible for cleanliness. No food or snacks are to be kept in troop storage area.
- ___ 16. Respect other Troop's materials. Do not "HELP YOURSELF" to other Troop's materials. ("A friend to all and a sister to every other Girl Scout.")
- ___ 17. Tables and chairs are property of the VFH and are not to be "borrowed" or remove from the VFH.

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.

Using Troop/Group Signature

Date

FOR VFH USE ONLY

Approved { } Disapproved { }

Fee Group { } A { } B { } C { } D

Certificate of Insurance: { } Requested { } Received

Facility/Building Use Fee \$ _____ { } Received Date: _____

Board Approval: _____

Troop Contact Information

Troop # _____

Please print neatly

[illegible]