



# FACILITIES RENTAL CONTRACT

Office Use Only:  
 Rec'd Date: \_\_\_\_\_  
 Deposit Rec'd: \_\_\_\_\_  
 Ck Amt/#: \_\_\_\_\_  
 Rental Fee Rec'd: \_\_\_\_\_  
 Ck Amt/#: \_\_\_\_\_  
 Ret. Dep. Date/Amt: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Invoice #: \_\_\_\_\_

Name/Organization: \_\_\_\_\_ Estimated Attending\*: \_\_\_\_\_

Event: \_\_\_\_\_ Exact Timeframe: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## FACILITIES

Please email contracts to: [Sutteryouth@gmail.com](mailto:Sutteryouth@gmail.com)

Payments can be made in person or must be made online (when available)

**Your event is not booked until you have made the deposit and received confirmation from Hall Booking Manager.**

**Hall Rental** - 180-200 maximum occupancy.

Week Day Rental: Available Monday through Friday (after 10 am on Monday and before 4 pm on Fridays)

\_\_\_ \$200 Four (4) hours or less of total hall use

\_\_\_ \$400 Full Day Access

Weekend Event Rental:

\_\_\_ \$850 Friday 6 pm until Sunday at 8 am

\_\_\_ \$400 Sunday at 10 am to Monday at 8 am

\_\_\_ \$1500 Friday 6 pm to Monday at 8 am

Youth Program Fundraising Event

\_\_\_ \$150 Monday, Tuesday, Wednesday, or Thursday Event

\_\_\_ \$500 Friday, Saturday, or Sunday event

### **Pool Rental**

Pool rental includes lifeguards. The rental price depends on the number of swimmers and hours of use.

Please arrange pool rentals directly with our Pool Manager at [moreheadcommunitypool@gmail.com](mailto:moreheadcommunitypool@gmail.com). NOTE:

THE POOL IS TYPICALLY CLOSED DURING OFF-SEASON (FALL/WINTER)

### **Park Rental**

\_\_\_ There is no charge to use our park. However, it must be reserved before your event. Includes using our picnic benches, gazebo, & our large BBQs. No bounce house, inflatables, or trampolines allowed. No exceptions.

\_\_\_ \$50 fee for water or electricity access - renter must provide their extension cord and water hose.

## **Cleaning Service - Post Rental**

We can provide you a contact for a cleaning service, if you wish to outsource. This arrangement must be made outside of the Sutter Youth Organization contract and confirmed with Hall Booking Manager prior to event. Our Cleaning Service is our preferred vendor. Cleaning rates are available upon request. If the required cleaning cost is not covered by the rental deposit, party will be invoiced for the difference.

## **SECURITY DEPOSITS**

### **Ellwood Munger and Wayne Catlett Hall Deposit**

All rentals are on a first-come, first-serve basis. A security deposit of \$200 (on top of the hall rental fee) is required to secure hall rental dates. The security deposit is refundable after the event date, given the hall has been left in appropriate conditions. Please see 'Conditions of Use & Cleaning Requirements'.

If the event is canceled within 30 days of the event, 50% of your security deposit will be returned.

Please allow 30 days processing time for all returned security deposits.

\_\_\_\_\_ **I have read and understand the Security Deposit procedure.**

initials

## **ADDITIONAL REQUIREMENTS**

Rental fees are due 2 weeks before the event date or at the time of rental if 2 weeks is not applicable.

Payment will only be accepted at the time of facility access if prior arrangements have been made to do so.

If Alcohol is to be **sold**, the renter is responsible for and must obtain and display a liquor license throughout the event. No alcohol is permitted outside of the building or in the pool area.

Security guards are required if alcoholic beverages are served or sold and must be provided by the renter. The amount of guards will be determined by the security company of your choosing.

Proof of Insurance for all event rentals in the amount of \$1,000,000.00 is required from your insurance company naming the Sutter Youth Organization as an Additional Insured. Policy must cover the whole entire time frame of your rental. Proof of insurance is required by the time you receive the keys.

\_\_\_\_\_ **I have read and agree to comply with the Additional Requirements as stated above.**

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## AGREEMENT AND RELEASE OF LIABILITY

The renter and guests of the renter agree to indemnify the Sutter Youth Organization (S.Y.O.) and its members, employees and officers against all liability, losses, claims, damages, fees of attorneys and other expenses which the S.Y.O. or its members, employees, volunteers or officers may sustain or incur in consequence of the use by the renter and guest(s) of the renter of the facilities owed by the S.Y.O., including but not limited to, sums paid or incurred in connection with claims, suits or judgments or paid or incurred in attempting to procure release from liability for any person injured as a result of the activities herein referred to. In addition, thereto, the renter and guests of the renter agrees to defend the S.Y.O., its members, volunteers, employees and officers against any claimed loss, damages, or liability arising out of any conduct by the renter on facilities owned by the S.Y.O including any Covid-19 related illnesses arising from use of the hall.

All renters agree to comply with current Sutter County Covid 19 ordinances, guidelines and rules. Current Covid 19 guidelines/ordinances/rules can be found at

<https://www.suttercounty.org/doc/government/depts/cao/em/coronavirus/localOrdersInfo>

By Renter's signature below, Renter is agreeing to the above statements.

Renter \_\_\_\_\_ Date \_\_\_\_\_



## CONDITIONS OF USE & CLEANING REQUIREMENTS

- Rental key (when applicable) **must** be returned before the security deposit is released.
- The Sutter Youth Organization is not responsible for left, lost or stolen items.
- A Liability Insurance Certificate naming the Sutter Youth Organization as an additional insurer in the amount of \$1,000,000.00 is required for all events.
- If feminine products are flushed down toilets, any plumbing repair fees will be deducted from the security deposit.
- Parking areas must be clean from all litter, cigarette butts, confetti, etc.
- No staples are permitted. Only painter's tape is permitted on walls, tables, and chairs. All tape must be completely removed.
- Vehicles are **not** permitted on the lawn.
- All floor areas must be swept and mopped with **plain warm water**; mop and broom provided by SYO.
- Restroom facilities must be cleaned including counters, sinks, toilets, and stall areas.
- All trash cans must be emptied into the dumpster and relined with clean trash bags.
- Chairs and tables must be cleaned and returned into designated racks, and racks must be returned to the southwest corner of the large hall.
- Doorway areas (inside and out) must be swept clean including door mats.
- A \$50.00 deduction in the security deposit will be retained if the stove or air conditioner is left on, or any doors are left open or unlocked.
- Renter is responsible for supplying dish soap and cleaning supplies needed to clean dishes, etc.
- Kitchen counters, sinks, stove top, and refrigerators must be cleaned and all food items removed.
- Renters may throw five (5) fifty-five (55) gallon bags in our dumpster. ALL other trash is the renter's responsibility to remove from the SYO.

***The renter agrees to have facilities cleaned thoroughly, and the outside area free of trash. Cleaning includes sweeping and mopping all floors, removing all garbage, and cleaning both restrooms, kitchen sinks, and stove area at the conclusion of the event. Fees for any required cleaning needed after returning the keys will be deducted from the security deposit based on our cleaning vendor's current rates. If the security deposit does not cover cleaning & repairs, the renter will be billed for the price difference.***

**Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## EVENT CHECK OUT

**Renter Information:** (to be filled out by renter)

Event Date: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Name and Mailing Address for Deposit Refund: \_\_\_\_\_

\_\_\_\_\_

**Inspection Information:** (to be filled out by inspector)

Inspection Date: \_\_\_\_\_

SYO Inspection Comments:

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

Deposit Amount to be refunded: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_