

**GLENSHIRE COMMUNITY BUILDING
RENTAL AGREEMENT (Revised June 21, 2010)**

In renting the Glenshire Community Building for a private party/group, I certify that I am a resident of Glenshire, and hereby agree to abide by the following rules:

1. I agree to leave the meeting room "CLEAN." See attached "Rules and Regulations – Infraction Charges" on next page. Also refer to the "GCA Building Rules and Regulations" and "Warning" regarding penalties included for non-compliance and/or non-completion of "GCA Building Checklist" form.
2. I understand that my function will terminate as stated in "Hours of Rental" below, and further understand that no function will terminate later than 11:00 pm.
3. Functions with minors in attendance must be chaperoned by a specified adult (over age 25) per the Rules and Regulations.
4. Maximum attendance of 30 people. I agree to reimburse the Glenshire Community Association for any costs associated with violations during the time of my function in accordance with terms included in the "Rules and Regulations" attached.
5. Rental fee and cash security deposit payable prior to scheduled event.
6. Security deposit refund amounts are determined by the Board of Directors after a thorough inspection of the Community Building and its premises is made immediately following the building rental.
7. The rental fee and \$250.00 cash security deposit does not limit renter responsibility for any missing property or damages incurred.
8. Keys will be returned by placing them in the locked mailbox attached to the front of the building as soon as event is over. There will be a \$5.00 late charge for each day the key is not returned. A \$50.00 fee will be charged for lost keys.
9. I acknowledge that I was given a copy of the Glenshire Community Building Rules and Regulations, that I read them and will follow them.
10. I acknowledge and accept full PERSONAL responsibility for any damage or injury that may occur to the Community Building or to any person as a result of my group's rental of the room at the below specified time or the activities scheduled during the below specified date(s) and time(s).

My signature below certifies that I have read and agree to abide by and be bound by the GCA Community Building Rules and Regulations, and I understand that my future use of the Community Building will be determined based upon adherence of the Rules and Regulations and the signed Rental Agreement between me and the GCA. I further understand that the charge for any infractions (see listing of charges on next page) if any, will be subtracted from my Security Deposit before a refund check is issued.

Date(s) of Rental* _____ Renter _____
(From) (To) (Print Name)

Hours of Rental _____ Total Fees \$ _____
(From) (To)

Organization Name _____ Address _____

Phone No.'s: (H) _____ (W) _____ (C) _____

* Maximum 90 days Reason for Rental: _____

Name(s) of chaperone(s) for minor's party: _____

Remarks: _____

Rules and Regulations - Infraction Charges

Office Check

- \$50 Building defacement requiring patching and/or painting caused by use of items other than masking tape (see #19 – Rules and Regulations) _____
 - \$30 Floors not swept and mopped _____
 - \$10 Waste baskets not emptied _____
 - \$10 Countertops and/or tables not wiped off _____
 - \$10 Kitchen sink not clean _____
 - \$10 Bathrooms not clean _____
 - \$10 Tables and chairs not stored _____
 - \$10 Decorations not removed _____
 - \$10 Garbage bags not removed _____
 - \$10 Utilities (A/C, lights, fans, heat) not turned off _____
 - \$____ Replacement value estimate for damages to building and/or damaged/missing contents (see remarks). _____
- Remarks: _____

(For Office Use only)

My signature and date below is acknowledgement that I personally received from the GCA a copy of the GCA Building Rules and Regulations. I understand that **all security deposit refunds are made by check only**, and any refund amount due me will be mailed within seven (7) work days after my rental date.

Signature of Renter: _____ Date: _____

GCA Office Signature: _____ Date: _____

Chaperone(s) Signature(s) only if different from Resident/Renter: _____ Date: _____

Attachment: GCA Building Rules and Regulations

