

SPEARFISH SENIOR SERVICE CENTER RENTAL AGREEMENT

1306 N 10TH STREET
SPEARFISH SD 57783
605-642-2827

Renter's Name _____

Renter's Address _____

Renter's Phone Number _____

Date of Rental _____

PARTIES

This agreement is made and entered into by and between the Spearfish Senior Service Center ("Lessor"), 1306 N 10th St, Spearfish, SD and _____ ("Renter").

RENTAL INFORMATION

1. Fees
 - a. **Rent** **\$200.00** for rental of Queen Hall (events)
\$65.00 for rental of Queen Hall (meetings)
 - b. **Kitchen Use** **\$75.00** for use of our kitchen, plates, silverware, dishwasher, ovens.
 - c. **Security Deposit** \$100.00 **cash only**
2. The Security Deposit, half of the rental fee and this signed contract are required to reserve the building. The balance of the rental fee is due on receipt of the key
3. All money may be refunded if the renter cancels the reservation thirty (30) or more days prior to the rental date.
4. Rental Period is from _____ to _____ on (date) _____.
5. Use of the Premises
 - a. The rental fee includes the use of Queen Hall, rest rooms, 14 tables, folding chairs and limited use of the kitchen (unless otherwise specified). The rental fee DOES NOT INCLUDE the use of the sound system, television, computers, pool tables, or use of any other rooms in the building.
 - b. The use of alcoholic beverages, tobacco, and games of chance (gambling) are not permitted. Renter shall not use or allow the premises to be used for any illegal purposes.
 - c. Smoking in the building is prohibited. Smoking is allowed only on the side of the building by the picnic table.
 - d. Doors must remain closed for air conditioning and heating purposes.
6. Security Deposit Refund
 - a. 1. The security deposit will be returned when the key is returned providing that;
 - i. The renter cleans the premises as outlined in the agreement, and
 - ii. It is determined that no damage has been done to the rented property.
 2. If the renter has not complied with the contract or has damaged the property, the security deposit will be applied to such inconvenience or damage, and the renter will be responsible for damage in excess of the security deposit.

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FACILITY PREPARATION

1. Tape, tacks, staples, string and the like may not be applied to the walls, woodwork, light fixtures. Decorations may not be placed on the walls. Only free standing decorations will be permitted.
2. Lighted candles are not permitted
3. All furniture tables and chairs are to be returned to their original position.

FOOD/REFRESHMENTS

1. The kitchen is available for the renter's limited use.
2. The renter must not use the counter tops as cutting surfaces.
3. The facilities must be left clean by the renter. The renter will be shown where the brooms and mops are located.
4. Garbage must be removed from the facility. A dumpster is located on the side of the building.

INDEMNIFICATION OF LESSOR

Lessor shall not be liable for any damage or injury to the renter or any other person or to any property occurring on the premises.

I have hereby read the Spearfish Senior Service Center Rental Agreement and agree to abide by the rules and policies therein.

Signatures

Renter

Date

Spearfish Senior Service Representative

Date

RENTAL CLOSING INSTRUCTIONS:

Tape, tacks, staples, string, and the like may not be applied to the walls, woodwork, light fixtures.

Do not prop doors open for prolonged period of time. Use fans (switch located on South wall across from light switches) to circulate the air if needed.

Decorations may not be placed on the walls. Only free-standing decorations will be permitted.

Lighted candles are not permitted.

The renter must not use the counter tops as cutting surfaces – use cutting boards!

Remove all personal items from the building – be sure to check the refrigerator, ovens, and freezer.

Return all furniture, tables, chairs, etc. to their proper position. Even if tables were set up for your function you still need to take all tables down.

Wipe down all tables, chairs, and counters with warm soapy water, and then sanitize.

If using our dishes, cups and/or silverware, they must be washed using the commercial dishwasher. Remember to turn OFF dishwasher.

Be sure that messes have not been made in the bathrooms – on the counters, toilets, or urinals (leave a note under the office door if toilet paper or paper towels need to be restocked).

Sweep floor in Queen Hall and kitchen. Spot mop anywhere that it is needed.

Turn off all lights (make sure to check the bathrooms).

Take all trash out to the dumpster. Replace garbage can liners which are located in the kitchen near the dishwasher.

Make sure that all doors are shut firmly and locked.

The key must be returned on the next business day.

Contact Numbers:

Senior Center 605-642-2827

In case of emergency with the building:

Roger Buchholz 605-569-1505

Stephanie Crago 605-645-1968

Doug Schmit 605-645-1951