

Group Name: _____

Event date(s): _____

Hours: _____

Pushmataha Center

RULES OF THE HOUSE

Welcome to the Pushmataha Center! Groups using the Pushmataha Center must respect the property. Use of our meeting space is a privilege granted only to groups that agree to abide by the following which is meant to keep this meeting space clean and usable. This page is intended to serve as an agreement between KSB and the groups that use KSB facilities, indicated by a group's acceptance of our terms and conditions of use by having a representative sign below, also acknowledging receipt of a temporary key and leaving a key deposit.

1. **The KSB Property is a smoke-free environment.** No smoking. Please respect this.
2. **Lock all doors, turn off all lights, and turn off heating/air conditioning unit or as the card posted by the thermostat indicates. The meeting room and the property must be left the way it was before the event.** Anything moved must be returned to its original location. Nothing may be stuck to the chairs and tables. Chairs and tables must be cleaned and replaced to their original positions. Tables should be replaced on their trolley, face-to-face and frame-to-frame. Doors must be locked for security reasons and lights must be shut off to conserve energy.
3. **Nothing may be taped or stuck to the walls,** except where the walls are obviously for that purpose. Use hooks where appropriate. No pictures or KSB posters are to be moved.
4. **Carpeting must be vacuumed,** if the carpeting in any area is dirtied by a group's activity (the vacuum cleaner is located in the lower part of the rear hallway). If it is necessary to remove a spill, or stain, please do not use a commercial spot remover, rather a mixture of 50:50 white vinegar & water, report the incident and measures taken to remove the stain or spill. If there is a need for commercial cleaning or repairs it would be at the expense of the group.
5. **Car-pooling is required because of limited parking.** Groups using Pushmataha Center must ask those who attend their activities to have at least two people per car. Parking areas are marked and the marks must be respected to provide maximum utility of the parking areas.
6. **Groups using Pushmataha Center must respect the rights of our neighbors.** Please keep your voices down when outside the building and refrain from making any unnecessary noise.
7. **Littering the property is, of course, out of the question.**
8. **Recycling containers must be utilized.** Do not place garbage into recycling bins. Recycling bins are labeled. Trashcans are located throughout building for non-recyclable waste. Any trash generated must be emptied into the trash container provided by Waste Management in the front of the building.
9. **No candles or fire hazardous substances/objects or practices.**
10. **Key must be returned immediately. If the key is lost, re-keying of the lock(s) will be at the expense of the group. There is a \$10 refundable key deposit per key.** If there are any cleaning expenses due to a group's inappropriate use of the room, the key deposit will be applied to the cleaning expense and will not be refunded.
11. **Do not park in the reserved staff parking space.** This space is designated for KSB's office manager and must be readily available during the weekdays Monday through Friday.
12. **No pets please, only service dogs allowed.**

***Rules of the House@ are your responsibility. Failure to comply will terminate this contract. Subsequently, all room use privileges will be relinquished. Group is financially responsible for any damage or cleaning expenses.**

Keep Sedona Beautiful, Inc. Preserving the Wonder™ of Sedona

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Agreement

(Group Representative) _____,

Address _____
on behalf of _____ (name of group/event)

Phone _____ E-mail _____.

has read and understands the "rules of the house" stated above and will abide by them. In return for use of the facilities and to assist Keep Sedona Beautiful to offset the operating costs of the Pushmataha Center, our group will contribute \$_____ to KSB.

Rates for 501(c)3 organizations are \$35 for one half day and \$60 for a full day usage. Proof of non-profit status IS required.

Rates for all others are \$55 for one half day and \$90 for a full day.

Any event two days or longer require a \$100.00 non-refundable deposit to secure the space, which will be applied to the usage.

Signature: _____ Date: ____/____/ 200__

Received by _____, for KSB Date: ____/____/ 200__
Office Manager

Key # _____ issued (**A \$10 REFUNDABLE KEY DEPOSIT IS REQUIRED PER KEY**).