



FACILITY RENTAL AGREEMENT

This contract is made and entered into on _____ between Keep Sedona Beautiful (KSB or Lessor) and _____, (Lessee) of (Company or Organization) _____, (Mailing Address) _____ (City) _____ (State) _____ (Zip) _____. (Phone) _____ (email) _____

Welcome to the Pushmataha Center and Thank You for choosing to hold your event here! Keep Sedona Beautiful, Inc., a non-profit organization dedicated to protecting and sustaining our unique scenic beauty and natural environment, provides use of this room to the community. With your help we can continue to keep our rates low and affordable and available to a wide range of individuals and groups. **Respect** for our property is vital to this agreement. **Plan** to keep our meeting space clean, usable and perhaps, in a condition even better than you found it!

Premises and Rates: KSB agrees to make available to the Lessee that part of the KSB facilities at the Pushmataha Center as set forth in this agreement. The dates and times of such possession will be _____. The fee for this rental shall be _____.

The rental fee shall include the use of the designated portion of the facility and setup and breakdown of tables and chairs (if needed). Reasonable cleaning of the facility and disposal of trash after the event is the responsibility of the Lessee. Any additional staff and/or security needed for the event will be paid for by the Lessee.

Designated rental area: _____

Payment: Payment in full is required with the return of this contract.

In addition to the rental fee Lessee shall provide KSB with a Security Deposit of \$100 to cover the cost of repairs, damage or excessive cleaning resulting from the rental.

Cancellation: Lessee may terminate this Agreement at any time prior to 7 days in advance of the rental date in which case the Lessee shall be entitled to a refund of all deposits and fees.

Release and Indemnity: Lessee hereby releases, holds harmless and indemnifies KSB and its officers, agents, employees or trustees from any and all loss, claim, personal injury, death, damage, demand, liability, suits, causes of action, expenses and cost (including court costs), attorney fees, costs of defense and/or settlement arising directly or indirectly from Lessee's use of the facility.

Compliance with laws: Lessee, its guests, invitees, employees and agents shall comply with all municipal, state and federal laws, rules and regulations while using the facility under this agreement.

Other restrictions and requirements: Lessee recognizes **the Pushmataha Center is an old historic building and shall be treated with care. We exist next to a residential area and respect our neighbors and require that our guests do the same.** Lessee agrees to the following conditions as a part of its agreement to rent this facility.

- The entire KSB property is smoke-free, no smoking, grilling, candles, etc.
- Do not move the partitions. No tape, pins, nails etc. are to be used on the walls or partitions.
- Please do not open windows or adjust blinds.
- If kitchen facilities are used, Lessee shall clean and put away any items used.
- Trash is to be placed in the large cans located on the side of the building near the street.

NOTE: If outside cans are full, DO NOT leave can open or trash next to can- leave inside the building in the kitchen area.

- Recycle bins are located in the hallway; cleaning supplies behind the partitions.
- Noise levels, **particularly outside**, should be kept to a minimum, **events must end, including clean-up, no later than 9:00 pm.**
- Unless a pet is a certified service animal, prior approval is required.
- Parking is limited. Car-pooling is recommended. Two marked spaces are reserved for staff M-F
- Return all tables and chairs to the storage area.
- Vacuum the carpet after the event. Carpet cleaner is located with cleaning supplies.
- When leaving, lock all doors; turn off all lights, leave heating at 70 and cooling at 78.
- Return all keys immediately after your event or the next KSB business day.

Security Deposit: Any damage, repairs or extra cleaning resulting from your rental will be assessed against your security deposit. Lessees will be billed for any damages/loss in excess of the deposit.

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first written above.

Keep Sedona Beautiful Representative

Lessee Representative

Signed

Signed

Date

Date

Thank You and Enjoy Your Event

Keep Sedona Beautiful, Inc. Preserving the Wonder™ of Sedona
360 Brewer Road Sedona, AZ 86336
Phone 928.282.4938 <mailto:ksb@keepsedonabeautiful.org> FAX 866.579.6011
www.keepsedonabeautiful.org
Emergency Contact numbers: Jan 928.202.9552; Wendy 928.300.1395