

KSB FACILITY RENTAL AGREEMENT



This contract is made and entered into on _____ between Keep Sedona Beautiful (KSB or Lessor) and _____, (Lessee) of (Company or Organization),

Person Responsible _____ Phone _____

Email _____

Mailing Address _____ City _____ State _____ Zip _____

Day of the Event Contact Name _____ Cell Phone _____

Welcome to the **Keep Sedona Beautiful EcoHub** and Thank You for choosing to hold your event here! Keep Sedona Beautiful, Inc., a non-profit organization whose mission is to protect and sustain the scenic beauty and natural environment of Sedona and the Verde Valley. The organization provides use of this room to the community with certain restrictions. 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 facility at the KSB EcoHub as set forth in this agreement. The dates and times of such possession will be **Date:** _____ **Scheduled Time of Event:** _____ . **The fee for this rental shall be \$** _____ .

The rental fee shall include only the use of the designated portion of the facility and facility use designated parking. Reasonable cleaning of the facility as per the stated guidelines in this agreement and set-up and take-down of tables and chairs 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: Large Room Kitchen Area

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

Security Deposit: In addition to the rental fee, Lessee shall provide KSB with a **Security Deposit of \$500.00**, payable by check or cash, to cover the cost of repairs, damage or excessive cleaning resulting from the rental. If no issues arise after the event requiring additional cleaning or repairs by the Lessor, the security deposit will be returned to the Lessee in full. Any damage, repairs or extra cleaning resulting from your rental will be assessed against your security deposit. Any remaining amount will be returned to the Lessee. Lessee will be billed for any damages/loss in excess of the deposit.

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 Keep Sedona Beautiful, Inc. 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 Keep Sedona Beautiful EcoHub 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**, both inside the facility and on the grounds, 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.

- Noise levels, particularly outside, should be kept to a minimum. Events must end, including clean-up and take-down, 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. The KSB parking lot can accommodate approximately 35 cars. Two marked spaces are reserved for staff Monday-Thursday, Noon-5:00 p.m. Because KSB is located next to a residential neighborhood, **please ensure that all event participants park only on KSB property.**
- When leaving, lock all doors, turn off all lights, and leave the heat setting at 70 degrees and cool setting at 80 degrees. **The alarm code assigned to you will be deleted after your event.**
- **Outside Lighting:** Parking lot lighting can be initiated by plugging in the system in two locations, porch wall plug and upper parking lot plug. If you choose to initiate the outside lighting for your event, you must remember to unplug these lights. We need your help to ensure that no vandalism occurs to these lights as has happened on several past occasions. Please initial in the box that you have received proper instructions on this matter and understand your responsibility as it relates to your rental agreement and the withholding of your Security Deposit.

Ending Event Responsibilities and Post Event Cleanup:

To keep rental rates affordable, we require all lessees to clean thoroughly after their event. As an environmental group, we ask that you create zero waste. [You may click this link, or we will provide documents for you to help plan your zero waste event.](#)

Failure to follow the requirements stated below will result in added staff time and the forfeiture of some or all the \$500.00 security deposit.

- Return all tables and chairs to the storage area.
- If you offer or permit food at your event, bag all trash and place it in the large trash can in the foyer.
- Please ensure that the carpet is left clean. A vacuum is located behind the partition along with cleaning supplies should you need to spot clean. Please report any stains to KSB staff without delay so they may be treated as quickly as possible. Please note, to prevent insects from gathering, **ANY and ALL** food crumbs must be removed.
- If you chose to use the outdoor parking lot lights, plugging them in either at the outdoor office wall location or the upper parking lot location, you are responsible for unplugging these lights at the end of your event to prevent neighborhood vandalism.

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

Print KSB Representative Name	Print Lessee Name
KSB Representative Signature	Lessee Signature
Date	Date
Rental Fee Receipt Received Date	Deposit Fee Received Date
Payment Method Details	Payment Method Details

Thank You and Enjoy Your Event!

Keep Sedona Beautiful, Inc., 360 Brewer Road, Sedona, AZ 86336
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 Emergency Contact numbers: Jan 928.202.9552; Wendy 928.300.1395