

SILVER CITY WOMAN'S CLUB

Box 1579

Silver City NM 88062

Building Rental Contract

This agreement made on the ____ day of _____, 20____, between the Silver City Woman's Club and _____ who desires to use of the Woman's Club building on _____ for the fee of \$125.00 per day. (key ret. _____ by. _____.)
DATE INIT.

The person(s) signing this contract will be responsible for the following:

1. A refundable deposit of \$150.00 is required. The deposit will be forfeited if, upon inspection, the House Committee finds conditions that are unsatisfactory. Vacuum and mops are hanging in the back storeroom. Floors, including the kitchen, must be mopped and the carpet must be vacuumed after an activity.
2. The building must be in the same condition following use as it was prior to use. Any Club property damaged during the use will be charged to the person(s) renting the building (including anything spilled on the floor.) No pictures, plaques, or certificates may be removed from the walls of the building. **No decorations, including tape streamers, are to be attached to walls, ceiling, rafters, windows, or any other part of the building.**
3. Alcoholic punch may be served in the Club building, but **NO** mixed drinks, hard liquor, beer, or wine by the glass. Violation will result in forfeiture of deposit and may result in no further use of this building.
4. Furniture will be put back as it was prior to use. Any furniture to be moved must be lifted and carried, as dragging mars the carpet. There are extra chairs, card tables, and large tables in the storeroom. If used, these must be returned to the storeroom. The brown straight chairs and the red straight chairs will be left in the big room. (Please do not stack the brown chairs but put the red chair in stacks of 4 on either side of the stage.)
5. Renters will provide their own dishtowels, dishcloths, dishwashing soap, and garbage bags. Club tablecloths, dishes and utensils will not be used. Dishes and utensils may be made available for an additional fee.
6. All renters will not adjust the thermostats for the steam heat. If the air conditioner is used, the switches must be turned off when done. The switches are next to the men's restroom.
7. If any of the above stipulations are not adhered to, this will result in the forfeiture of the \$150.00 deposit.
8. If the renter(s) do not want the recycle bins in the main room to remain out, they may be stacked and placed in the storeroom during the use of the building and returned to their original location before you leave the building.
10. Either party to this contract has the right to cancel this contract with a minimum of two weeks notice. A late cancellation fee will be assessed at \$100 and taken from the \$150 deposit.

It is the duty of the Building Administrator and Executive Board to handle any infraction of these rules. The Executive Board will consider any requests for use of the Club Building "free gratis".

Signature of Renter(s)

Signature of Club Official