

Alta Fire Protection District – Community Hall Rental Agreement

This Rental Agreement, dated _____, between the **Alta Fire Protection District** and _____ is set forth here:

1. **INSURANCE REQUIREMENTS:**

The responsible party is to provide the Alta Fire Protection District with a Certificate of Insurance to cover the event dates, including setup and clean-up days, as stipulated in the Hall Rental Policy Manual, and in the amount of \$1,000,000.00 (1 million dollars). If alcohol is to be consumed, the Insurance coverage must explicitly state that the insurer is aware of the availability of alcohol at the event.

2. **HALL RENTAL POLICIES:**

The Responsible Party has been provided the Alta Fire Protection District Hall Rental Policy Manual and has been made aware of the Policies contents. The Responsible Party is liable for all damages if the Policies in the Hall Rental Policy Manual are not followed.

3. **OCCUPANCY LIMITS:** These limits must be strictly enforced for insurance purposes.

- a. Seated at tables (**140 people**)
- b. Seated in chairs only - auditorium style (**316 people**)

4. **RENTAL FEES:**

District Resident and District Property Owner Rental Fee:	\$175.00/day
*District Resident/Property Owner (less than 3 hours) Rental Fee:	\$50.00
Non-District User Rental Fee:	\$225.00/day
*Non-District User (less than 3 hours) Rental Fee:	\$75.00
Cleaning Deposit (Hall must be clean and undamaged)	\$100.00/event
Dumpster (Decline to use credit)	-\$25.00/event
Dumpster (Decline to use, but left bags on dumpster)	\$75.00/event
Additional Setup Day (day prior to event if available)	\$25.00
Additional Clean-up Day (day after event if available)	\$25.00

The 'less than 3 hour' rate is to include setup and clean-up time. The additional Setup Day and Clean-up Day rates are not available to Users requesting the 'less than 3 hour' rate.

5. **CLEANING DEPOSIT:**

A cleaning deposit of \$100.00 will be collected at the time the Rental Agreement is signed. The cleaning deposit will be held until the District Clerk or authorized District Representative has confirmed that the User completed the After-Use checklist and that the hall has been left in satisfactory condition as stipulated in the Hall Rental Policy Manual. The cleaning deposit refund will be processed in the manner stated in the Hall Rental Policy Manual.

6. **RETURN THE KEY**

If you have been provided keys to the Community Hall and Dumpster, leave them on the counter in the kitchen.

7. **IN AN EMERGENCY:**

- a. **Call 911**
- b. Use the RED phone at the front of the Fire Department Building

Alta Fire Protection District – Community Hall Rental Agreement

Date(s) of Event: _____

Event Start Time: _____

Event End Time: _____

District Resident or Property Owner: Yes / No

Applicable Rental Fee: \$_____

Memorial Service: Yes/No \$_____

Cleaning Deposit: (\$100) \$_____

Dumpster Fee: (\$50) \$_____

Dumpster-Decline to Use Credit (\$25) Yes / No \$_____

Set-up Day Yes / No \$_____

Clean-up Day Yes / No \$_____

Total Amount Due \$_____

I, _____, the Responsible Party have read and understand this agreement.

Signature

Date

Alta Fire Protection District Clerk/
Authorized Representative

Date

_____ Request for Fee Waiver (refer to District Hall Rental Policy Manual for requirements)

_____ Request for Board Sanctioned Event (refer to the District Hall Rental Policy Manual for requirements)