

I/We, the undersigned, have read these Facility Rental guidelines and agree to what is contained within.

1. The facility will be used from Date/Time _____
Until Date/Time _____
2. We are using the following areas of the facility _____ Main floor auditorium _____ Lower level/kitchen
3. ALL damage or loss of the THAAS property is the responsibility of the group/individual renting the facility. ALL damage must be reported to the office immediately.
4. We agree that the use of the facility and the conduct by our group of any activities is ENTIRELY AT OUR OWN RISK, and that the RESPONSIBILITY FOR MONITORING ANY SUCH ACITIVITY IS ENTIRELY OUR OWN. The Three Hills Arts Academy Society, all officers, agents, representatives, employees, members or adherents will be free of any liability from the use of this facility. Any insurance requirements are not the responsibility, and will not be covered by the Three Hills Arts Academy Society.
5. We agree that the provisions of this agreement will be made know to all persons who will be using the facility.
6. Rates: Upper level/auditorium \$25/hour - min 2 hours - up to a max of \$150/day
Lower level/kitchen \$15/hour additional - up to max of \$75/day
Damage Deposit - by Check or cash - \$50 to be returned upon all standards being met
7. This agreement is for facility use only. It does not include the set up or take down of chairs and tables, nor garbage removal. An extra charge of \$30 if these are required.
8. If you require the use of sound or lighting equipment the operator must be approved by the Three Hills Arts Academy. If you require us to operate this equipment there is a \$15/hour fee.
9. Cleaning Expectations:
 - a) All garbage cans are to be emptied at the end of the rental period. Bags will be supplied.
 - b) ALL water bottles/pop cans/alcohol bottles are either to be removed or placed in the recycle bin located at the top of the front steps. All containers are to be empty and the lids removed (put into garbage).
 - c) Chairs are to be stacked, no more than 8 high, and place along the North wall.
 - d) Dry mop the auditorium and stage. Mop and broom are kept in the sound booth.
 - e) Any dishes, cups, cutlery used from the kitchen are to be washed according to directions in kitchen and put away in the same place they were taken from.
 - f) Ensure that ALL personal belongings have been taken.
 - g) Any property of the Three Hills Arts Academy such as silk plants, piano(s), couches, etc. are to be returned to their original position in the building.
 - h) The GRAND PIANO, on the stage, is NOT to be moved without approval from the office.
 - i) No seasonal decorations are to be taken down or moved with prior authorization from the office.
 - j) ALL leftover food and beverages are to be taken. DO NOT leave anything in the fridge.
10. If you have gotten a key it must be left under the mat inside the front door at the end of the rental. Lock the door from the outside then before closing it place the key under the mat.

NAME: _____ SIGNATURE: _____

HOME PHONE: _____ CELL PHONE: _____

DATE: _____

AMOUNT CHARGED: _____ PAYMENT RCVD: CK _____ CASH _____
Damage Deposit Rcvd: _____ Returned _____