



## Glen Haven Town Hall Rental and *Local* Use Agreement

1. Use of the entire facility for emergency purposes (i.e. command center, personnel staging area, or protective shelter for victims of disaster, etc.) takes precedence over all other uses of the facility regardless of any prior payments or reservations. If the facility is not available at the reserved time due to an emergency, any monies paid for the use including refundable and non-refundable deposits will be repaid in full. The GHA, its agents, and personnel will not be liable for any damages, losses, or costs exceeding any monies paid for the use of the facility (including the deposit) if the facility is unavailable due to an emergency.
2. The Glen Haven Town Hall is available for use by community members in good standing (current on dues) in the Glen Haven Association and Retreat Landowners Association and/or GHAVFD service area; and to their immediate family members. All requests for use will be considered on a case by case basis by the GHA Board of Directors or its Subcommittee.
3. The Glen Haven Town Hall is available free of charge (*voluntary contributions are welcomed to cover operational expenses*) to *not-for-profit* groups, meetings or organizations (i.e. GHA / RLA Board & Annual Meetings, Historical Society, Fire Auxiliary, Fire Board meetings, and Community Potlucks, etc.) open to, or for the benefit of all/any Glen Haven Community residents through a 'community member in good standing' as noted above. A \$50.00 fully refundable cleaning deposit may be required and payable in advance.
4. The Glen Haven Town Hall is available on the following fee scale for private, *not-for-profit use* (i.e. resident's Birthday parties, retirement parties, memorial services, etc.) by the above noted 'community members in good standing'.
  - 1 to 49 estimated guests a Deposit/Fee of \$100; \$50.00 of which is refundable if the building is left clean. The other \$50.00 will be retained to cover utility and septic expenses.
  - 50 to 99 estimated guests a Deposit/Fee of \$200; \$100.00 of which is refundable if the building is left clean. The other \$100.00 will be retained to cover utility and septic expenses.
5. The Glen Haven Town Hall is available on the following fee scale for private, *for-profit use* (i.e. garage sales, craft fairs, etc.) by the above noted 'community members in good standing'. Restroom facilities are not available for the public's use. (Portable toilet facilities may be required at the renter's expense for larger events.)
  - \$200.00 for the first day, and an additional \$150.00 for each subsequent and contiguous day.
6. Use of the Glen Haven Town Hall is limited to the meeting room, kitchenette, bathroom, deck/porch and parking area. The office, mechanical room and Historical Society rooms are off limits except to retrieve and return tables, chairs (the use of which is included with the facility rental), cleaning supplies or other necessary items to their storage location.
7. Please plan to bring all of your own consumables, paper products, utensils, etc. All items in the kitchenette belong to GHA and are not available as part of the rental/usage of the Town Hall. Plan to bring in and haul away everything you will need for your event within the 'access' times specified on the Rental Request Form.
8. Cleaning: All users are expected to return the facility to its *prior to use* standard of clean, or better. The floors should be swept / dry or wet mopped, counter tops and usable surfaces wiped clean. Bathroom cleaning shall include the toilet, sink and floor. Some cleaning supplies will be available for use. If the renter fails to satisfactorily clean the facility or remove trash, the refundable portion of the deposit outlined above will be retained.
9. Trash removal is the sole responsibility of the renter. Renters will have the use of one large trash receptacle in the meeting room and smaller receptacles in the kitchenette and bathroom, with appropriate liners. Renters must take all trash away with them when leaving. Area dumpsters are not available to Town Hall renters.
10. The renter's guest should not use or block, the private parking areas of the adjacent local businesses and residents.
11. Smoking is prohibited in the building, and the use of cooking grills is prohibited in the building and on the deck/porch. No pets; except service dogs. No pins, tacks or tape on the walls. The sale of alcohol is expressly prohibited.
12. An 11:00 PM CURFEW, to include the clean-up time, is enforced for the privacy of nearby residents and guests at the Inn of Glen Haven. *Thank you.*

# Glen Haven Town Hall Cleaning Check List

Please leave the building in as good, or better, condition than when you entered!

- Tables and chairs returned to storage
- Floors swept and mopped, kitchen floor included
- Trash removed from the building, new liners in trash containers
- Counters, sink, stove/oven and refrigerator clean, no food left behind
- Clean the bathroom
- Lights out and doors locked
- Key returned

For information contact:

Gene Downey, GHA Board President 970-214-9241

Joan Van Horn 970-481-8244

Becky Childs 970-586-4440