****

**USE AGREEMENT – Upstairs Conference Room**

THE FOUNDATION BUILDING

3150 Highway 83 N ~ Seeley Lake, MT

**DESCRIPTION:** The Upstairs Conference Room is a small meeting area; maximum number of people is eight.

**USE INCLUDES:** Conference Table and 8 chairs, Wi-Fi

**MANAGER:**

Claire Muller, Executive Director; Melani Best, Program Coordinator

Seeley Lake Community Foundation, PO Box 25, Seeley Lake, MT 59868

[www.slcfmt.org](http://www.slcfmt.org) 406-677-3506 info@slcfmt.org

**CONTACT INFO:**

Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address, City State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Maximum of 8 people for your meeting.** Please try to keep your meeting within business hours and remember this is a business space; please be conscientious of noise. Consider mobility of attendees; restroom is on the first floor.

**SCHEDULED USE PERIOD:**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning and ending time of meeting (include set up and clean up time)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe the purpose of this meeting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**USE RATE:**

|  |  |  |
| --- | --- | --- |
|  | **Up to 3 Hours** | **3-12 Hours** |
| **One-Time Fee** | **$25** | **$50** |
| **Discount: 12 for the price of 10(to be paid in advance)** | **$250** | **---** |

Fill in Use Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning Fee: $50. I agree that if the room is not left adequately clean, I will be charged an additional $50.

**Make Checks Payable to: Seeley Lake Community Foundation or pay online.**

**I agree to the Terms & Conditions on page 3.** \_\_\_\_\_\_ (initial)

This completed and signed agreement must be returned with payment in full to the Seeley Lake Community Foundation to hold this reservation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized representative of renting organization**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Seeley Lake Community Foundation**

****

**RENTAL AGREEMENT – Upstairs Conference Room**

**TERMS AND CONDITIONS:**

I hereby agree to the following terms:

1. To hold harmless the SLCF or their designated agents for any injury, or personal property damage to any member of your party during your stay.
2. To pay for repairs of any damages incurred during occupancy as a result of the actions of anyone in your party, other than normal wear and tear. If any damage has occurred to the facility, the SLCF will contact you in writing as to the damages and the charges.
3. To keep the premises clean, including bringing your meeting’s garbage downstairs by the bathroom, and (if applicable) locking front door upon checkout.
4. To use and operate the facilities, fixtures and appliances in a proper manner.
5. To not destroy, deface, damage, impair or remove personal property or any part of the premises.
6. To pay for replacement of any items missing from the premises upon user’s checkout.
7. To advise other guests in your party of these rules.
8. Occupancy past the scheduled rental period may result in additional charges.
9. Smoking and pets are not permitted on the premises.
10. To not cause disturbance to the neighbors.
11. Drinking of alcoholic beverages by persons under the legal age of twenty-one (21) is not allowed. Illegal drug use is strictly prohibited. User shall hold harmless and defend any action or suit that may be brought against the SLCF resulting from any action or alcohol related incident by user or anyone from user’s party.
12. Cancellations:
	1. For cancellations made more than 5 days prior to scheduled use, a full refund will be issued. Cancellations made less than 5 days prior to scheduled use will result in full forfeit of rental amounts paid. No refunds for late arrivals, early departures, or weather conditions.