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**RENTAL AGREEMENT**

NON-PROFITS, SCHOOLS, AND GOVERNMENT

USE OF THE WEST WING OF

THE SEELEY LAKE COMMUNITY FOUNDATION BUILDING

3150 Highway 83 N ~ Seeley Lake, MT

The vision of the Seeley Lake Community Foundation building is to create an exciting and inspiring local space where nonprofits are united to meet the common economic, social, cultural, and educational needs and aspirations of our community.

**MANAGER:**

Claire Muller, Executive Director; Melani Best, Program Support

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

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

**RENTER:**

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

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

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

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

**ELIGIBILITY CHECK:**

Is your organization a nonprofit or government entity? Please circle: Y / N

How does this use benefit the community of Seeley Lake? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
How many people do you anticipate attending? \_\_\_\_   
Will you be charging for this event? Y / N

**SCHEDULED RENTAL PERIOD:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning and Ending Time of Event (include set up and clean up time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe the purpose of this event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be serving alcohol at this event? Y / N

**RENTAL INCLUDES:** Conference Table and 8 chairs

**USE RATE:**

|  |  |  |
| --- | --- | --- |
|  | **Up to 4 Hours** | **4-12 Hours** |
| **One-Time Fee** | **$50** | **$100** |
| **Discount: 12 for the price of 10 (to be paid in advance)** | **$500** | **$1000** |
| **Cleaning Deposit** | **$150** | **$150** |

Rental Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning and Property Damage Deposit: $ 150 (Please write separate check; won’t be cashed unless damage is noted.)

**Make Checks Payable to: Seeley Lake Community Foundation or pay online at** [**https://www.seeleylakecommunityfoundation.org/west-wing-rental**](https://www.seeleylakecommunityfoundation.org/west-wing-rental)

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

\*Please submit a flyer of your event to [info@slcfmt.org](mailto:info@slcfmt.org) and we will post this on our Facebook page to help you advertise!

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

**Authorized representative of renting organization**

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

**Seeley Lake Community Foundation**

**TERMS AND CONDITIONS:**

I hereby agree to the following terms:

1. To keep the premises clean and sanitary condition and clean the facility, including sweeping the floor, hauling all garbage to the SLCF dumpster, and (if applicable) cleaning bathroom and kitchenette and locking front door upon checkout.
2. To use and operate the facilities, fixture and appliances in a proper manner.
3. To not destroy, deface, damage, impair or remove personal property or any part of the premises.
4. 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, SLCF will contact you in writing as to the damages and the charges.
5. To provide paper goods and supplies as necessary.
6. To pay for replacement of any items missing from the premises upon Renter’s checkout.
7. To advise other guests in your party of these rules.
8. 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.
9. Occupancy past the scheduled rental period may result in forfeit of deposit.
10. Smoking and pets are not permitted on the premises.
11. To not cause disturbance to the neighbors.
12. Drinking of alcoholic beverages by persons under the legal age of twenty-one (21) is not allowed. Should a member of the party be arrested for underage drinking or should the SLCF observe a member of the party under the age of 21 drinking alcoholic beverages, the rental agreement may be terminated and the renters evicted at the option of the SLCF. Illegal drug use is strictly prohibited. Renter shall hold harmless and defend any action or suit that may be brought against SLCF resulting from any action or alcohol related incident by Renter or anyone from Renter’s party.
13. Cancellations:
    1. For cancellations made more than 7 days prior to scheduled use, a full refund will be issued. Cancellations made less than 7 days prior to scheduled use will result in full forfeit of rental amounts paid. No refunds for late arrivals, early departures, or weather conditions.