

ENNIS SENIOR CENTER – FACILITY USE CONTRACT

Occupancy 90

315 Main Street . Ennis, MT 59729

406-682-4422

Organization or Sponsor: _____

Address: _____

email: _____ Phone Number (c): _____

Function: _____ Dates of use: _____

Arrival Time: _____ a.m. /p.m. Departure Time: _____ a.m. / p.m.

Special Arrangements: _____

INTENDED USE OF: SEATING & RECREATIONAL SPACE [X] FOOD SERVING AREA []
DANCE [] SCHOOL PARKING [] MUST BE COORDINATED WITH ENNIS SCHOOL ADMINISTRATION

KITCHEN USE: FOOD PREPARED ELSEWHERE – USE LIMITED TO SERVING PREPARATION: [X]
STOVE & RANGE: [] DISHWASHER [] REFRIGERATION []
COFFEE POTS [] POTS & PANS – COOKING UTENSILS [] OTHER: WARMING SHELF []

- *Ennis Senior Center cups, glasses, and flatware are not available for use.*

Please note:

- The Ennis Senior Center is a tobacco free campus.
- No alcoholic beverages or consumption in the building or on the premises without Ennis Senior Center written approval.
- Event liability insurance certificate must be provided, naming Ennis Senior Center when requested by Ennis Senior Center
- No illegal activity of any kind on or near the premises

I hereby agree to comply with the Title IX of the Civil Rights Act passed by Congress, all laws, rules, regulations, and ordinances of the State of Montana, Town of Ennis, and the Ennis Senior Center. Lessee agrees to save, protect, and hold harmless Lessor from any and all liability or for injury or death to persons or damage or destruction of property arising out of their use of the Ennis Senior Center. Lessee recognizes and accepts any present hazards that may come to exist during the term of the contract and shall not cause these hazards to be a defense against its liability in accordance with this agreement. This Hold Harmless Agreement shall protect Lessor from suits, damages, investigations, or legal fees whether or not such injuries or death to persons or damage or destruction of property is to members of the public, employees or volunteers or the Lessee program or its participant.

Signature of Responsible Party (Lessee)

Date

Signature of Ennis Senior Center Representative (Lessor)

Date

***ESC Emergency Contact: Lynn Foreman Phone #: 599-3120**

***Please contact the Emergency Contact with any problems concerning the building and before leaving the facility. Contact 911 for any other emergencies.**

THANK YOU FOR TAKING CARE OF THE ENNIS SENIOR CENTER!

The following is a list of applicable fees:\$

* Facility Rental (5 hour minimum) - \$25/hr after * <i>Not for Profit Organization meetings < 2 hours - minimum \$25.00</i>	\$100
Kitchen Rental (4 hour minimum) - \$25/hr after *Food preparation only – served elsewhere	\$100
Use of Coffee Pots, Pots & Pans, Kitchen Utensils	\$15
Use of Dance Floor	\$100
*Cleaning Deposit – refunded if facility is left clean and orderly	\$100

***Rental Deposit Required**

A \$100. deposit at the time of booking will be required to reserve the center for any meeting or event. This deposit includes cleaning deposit, which will be refunded if the facility is left in a clean and orderly manner.

Office Use Only	
Rental Fee:	\$ _____
Kitchen Rental Fee (minimum - 4 hrs)	\$ _____
Additional hours - \$25.	\$ _____
Dance Floor	\$ _____
Cleaning Deposit Fee	\$ _____
TOTAL FEE DUE	\$ _____

Ennis Senior Center Facility Use Policies

1. Senior citizen activities take precedent over all other uses for the building.
2. Facility Use Requests will be made to the Ennis Senior Center Board of Directors.
3. Contracts for facility use are to be made in advance. Date is reserved when the \$100 deposit is received, payable to the Ennis Senior Center. Deposit includes \$100 for cleaning.
4. All organizations using the Center facility on a regular basis are to have contracts. Contracts must be for the current year and updated annually.
5. Building monitors will be hired by the Center on as as-needed basis.
6. Users will supply their own coffee, and paper products, such as napkins, plates, cups, plastic ware, etc. Use of dishwasher limited to those who know how to use a commercial dishwasher. However, dishes, glassware, and silverware will not be available for use.
7. Agencies or individuals renting the Center are responsible for clean-up of space used and for breakage or damages that may occur. If clean-up is not done satisfactorily, the \$100 deposit will be retained. Unnecessary breakage and/or damage will result in additional charges due and payable upon inspection and evaluation by the Center.
8. Liability – The Ennis Senior Center is not liable for loss of personal items.
9. Payment of fees for facility use are to be paid 72 hours prior to use.

**Ennis Senior Center
Facility Use
Cleanup Checklist**

Date: _____

Name: _____

Please initial each item when completed. Leave checklist at front desk when finished or review it with security monitor before leaving.

- Place tables and chairs in the dining room back to the general vicinity of original placement
- Wipe off tables and beverage area in dining room
- Wipe off counters in kitchen.
- Furniture has been wiped down or cleaned as necessary.
- Vacuum & sweep dining room and kitchen floor as needed.
- Remove all trash from premises. Put clean liners in trash cans.
- Turn down thermostat to 58 – including bathrooms (turn to off during mild temperatures)
- Turn off all interior and exterior lights.
- Secure all exterior doors. (front & back)
- Lock all exterior doors.

Signature of Lessee: _____

Inspected and approved / disapproved by Ennis Senior Center representative – Please call Ennis Senior Center before leaving the facility.

Signature

Date