

SAMPLE TEMPLATE - Agreement for Community Club Rental

RENTAL AGREEMENT

Between:

_____ COMMUNITY LEAGUE

and

_____ CLUB

For Use of the _____ Community Hall, (address)

This Hall Rental Agreement is made this _____ day of _____ 20____ and is in effect until the ___ day of _____, 20____.

Between: _____ Community League Represented by: _____
Phone: _____
E-mail: _____
-and-

Organization: _____ Represented by: _____
(Please print) Phone: _____
E-mail: _____

1. The rental space includes (areas) of the _____Community Hall. All points in this agreement are in reference to these areas unless otherwise specified.
2. This agreement shall be in effect for one year with the option to renew into a five-year agreement.
3. An annual review between the community league and _____ Club will be held annually no later than one week before the _____ Community League's annual general meeting.
4. The _____ Club is required to submit any issues or concerns, or changes to its operation it wishes the _____ Community League to consider, in writing to the community league at least one month before it requires a decision.
5. The rent shall be \$_____per month for the rental space specified above. This amount is payable in advance on before the 1st day of each month.
6. Utilities will be paid by the parties as indicated below:
 - Electricity, gas and water by _____ Community League
 - Telephone in the (area used by the club) by _____ Club

1. Refer to Schedule A for the agreed upon facility rental times by _____ Club. Rental times will be negotiated on an annual basis if necessary.
2. Any event deemed necessary by _____ Community League would override _____ Club events. The Community League will provide as much notice as possible to _____ Club if the event impacts the club during the agreed upon rental times.
3. _____ Club would be required to negotiate with _____ Community League prior to making any changes to the area including decorating, structural/electrical, etc.
4. Any electrical equipment owned by _____ Club and used in the hall shall meet current standards and Alberta Health Services standards.
5. _____ Club must obtain writing permission from _____ Community League before any installation of furniture/equipment that cannot be moved to accommodate the needs of the community league.
6. Following is a list of community league positions and names effective as of this agreement. _____ Club is required to contact the following people assigned to the listed responsibility. In the event of a change of any of the representative, the new representative in the position will assume the listed responsibility and authority. It is the responsibility of _____ Club to keep the name of the contacts up to date.

Contact	
President: Phone number:	<ul style="list-style-type: none"> ▪ Notify of major issues ▪ Send written correspondence ▪ If other contacts cannot be reached ▪ In case of emergency
Facilities Director: Phone number:	<ul style="list-style-type: none"> ▪ Discuss required changes to agreed upon rental times ▪ Discuss need for additional "special occasion" rental time over what was specified in agreement
Hall Rental Director: Phone Number:	<ul style="list-style-type: none"> ▪ Report damage to the building or its contents ▪ Report facility operational issues ▪ Report need for major cleaning

MAINTENANCE AND UPKEEP

7. _____ Club will be solely responsible for the maintenance of the (identified areas) of the community hall.
8. _____ Club will be responsible for keeping the (identified areas) in an orderly and clean condition and will, if required, hire janitor service, at their expense, in order to keep the area maintained in such order.
9. _____ Club is required to do a minor cleanup after each use including tidying bathrooms and kitchen and returning all equipment to storage locations.
10. If _____ Community League uses the (identified areas) for a function, it is the responsibility of the community league to clean the area back to its original state.

11. _____ Community League is responsible for replenishing supplies for the (identified) facilities including toilet paper, soap for dishes, towels, etc.
12. Any major damage caused by negligence of _____ Club or their guests is the responsibility of _____ Club.
13. The _____ Club is required to store its supplies in the designated cupboard space.
14. _____ Community League does not assume any responsibility for anything that has been left upstairs if it is broken or goes missing.

I hereby acknowledge that I have carefully read the above, and did receive a duplicate copy of this agreement this _____ day of _____, 20_____.

THIS AGREEMENT EXECUTED on behalf of:

_____ COMMUNITY LEAGUE

RENTER

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Hall Rental Contact:

Renter Contact:

_____ Community League
 Address
 Edmonton Alberta (Postal Code)
 Phone: () _____
 E-mail: _____

Phone: Res. _____

Bus. _____

E-mail: _____

This agreement is intended for reference purposes only. The City of Edmonton does not provide any warranty, either express or implied, oral or written, as to the fitness of this agreement for any purpose or use. It is strongly recommended that legal advice be obtained as to the suitability of this agreement for a particular use.