

SAMPLE TEMPLATE - Agreement for Community League Program

AGREEMENT

Between:

_____ COMMUNITY LEAGUE

and

_____ Program of the _____ Community League

This 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: _____
(Please print)

Represented by: _____

Phone: _____

E-mail: _____

WHEREAS the League is the owner of the _____ Community Hall, located at (address) Edmonton, Alberta;

AND WHEREAS the _____ Program has requested and has been granted use of the Hall to operate its program by the League;

AND WHEREAS the league has allowed the program use of the hall free of charge;

AND WHEREAS the designated time for the use of the hall is _____ a.m. / p.m. to _____ a.m. / p.m., every _____ (day of week) from _____ (start date) to _____ (end date) excepting _____;

THE PROGRAM AGREES TO THE FOLLOWING:

1. All participants in the program shall be current members of the league in the community in which they reside.
2. The _____ Program shall provide workers for hall-related work parties twice a year (September/October and January/February).
3. The program shall appoint a designated league member who participates in the program as program liaison to the league.

4. Keys to the hall shall remain in the possession of the program liaison.
 5. The program liaison is not required to attend all league executive meetings, although he/she is welcome. The program liaison is required, however, to attend league executive meetings at least twice a year to provide a written report regarding the program and to answer questions regarding the program. The program director will identify the meetings at which the program liaison is required at least one month in advance of the meeting date.
 6. Program funds shall be administered in one of the following ways:
 - a. All revenues generated by the program shall be paid to the league, c/o the treasurer; all program expenses will be paid by the league using funds generated by the program; no additional funding will be provided by the league unless prior approval for the expenditure has been granted by the league; OR
 - b. The program may establish its own bank account under the name _____ Community League, _____ Account, to which all revenues shall be deposited and from which all expenses shall be paid. One signatory on the account shall be the program liaison, while the other signatory is at the discretion of the program. A financial statement, subject to audit, shall be submitted annually, prior to April 30th; OR
 - c. If the program generates less than \$250.00 per annum, that program shall be exempt from either of the above.
 7. Should the program wish to apply for any grants or subsidies it shall contact the league treasurer. All fund-raising endeavours shall be approved by the executive.
 8. Equipment/supplies for the program shall be stored in the space provided; space shall be allocated as available. Any equipment bought by the program may be removed from the hall at the discretion of the program.
 9. The hall shall be left in the following condition:
 - floors in the main hall and kitchen swept and, in inclement weather, mopped;
 - one table only (in the main hall) left up;
 - only the kitchen equipment supplied by the league to be left in the kitchen;
 - the kitchen is to be left clean;
 - all league cutlery, utensils and dishes used by the program to be put in dishwasher; and
 - run the dishwasher if half-full or more.
 10. Nothing shall be affixed to walls or ceilings anywhere in the hall using any nails, pins, staples, tape or any other medium that may damage the surfaces.
 11. The program is expected to replace light bulbs, replenish toilet paper, etc. as necessary using supplies stored in the _____ room.
 12. The program is expected to immediately report damage done or observed to the facilities director.
 13. The program is expected, from time to time, to provide workers for league fund-raising endeavours.
 14. Use of the Hall is restricted to the designated times, unless prior arrangements have been made with the facilities director.
 15. League meetings take priority over regularly scheduled use of the hall; if this occurs, two weeks' notice will be given to the program liaison.
- 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

Signature: _____

Print Name: _____

Hall Rental Contact:

_____ Community League

Address

Edmonton Alberta (Postal Code)

Phone: () _____

E-mail: _____

RENTER

Signature: _____

Print Name: _____

Renter Contact:

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.