

Wet Mountain Valley Saddle Club
PO Box 501
Westcliffe, CO 81252



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2020 WET MOUNTAIN VALLEY SADDLE CLUB LEASE AGREEMENT FOR BUILDING AND/OR ARENA

If you need to check availability or have questions, use contact information above. Please read the Building Policies and Procedures on the next page. Complete and return this form via mail or email.

NAME OF ORGANIZATION _____

CONTACT PERSON _____ PHONE _____

ADDRESS _____

TYPE OF ACTIVITY _____

DATE/HOURS OF FACILITY REQUESTED _____

_____ \$100.00 Damage/Cleaning Deposit required for building lease only

_____ \$50.00 Heating Surcharge for rentals scheduled Oct 1st-April 30th

_____ \$25.00 Hourly rental rate

_____ \$300.00 Rental, 12 hours or more

_____ \$50.00 Hourly Business Rate

_____ \$500.00 Business Rental per day **PROOF OF LIABILITY INSURANCE MUST BE INCLUDED**

_____ \$250.00 Rental rate for Arena per day **PROOF OF LIABILITY INSURANCE MUST BE INCLUDED**

_____ \$300.00 Rental rate for Arena and Building per day **PROOF OF LIABILITY INSURANCE MUST BE INCLUDED**

** 25% off for Saddle Club Members

_____ **TOTAL DUE FOR RENTAL FEES AND DEPOSIT**

Deposit return date _____ Saddle Club representative initial _____

The Wet Mountain Valley Saddle Club will not be liable for injuries or accidents which occur during the above activities. No alcoholic beverages will be sold on the premises without the above listed organization showing proof of appropriate permit or license and/or proof of insurance.

YOU MUST PRINT AND SIGN THIS FORM!

Organization Representative signature **Date**

Saddle Club Representative signature **Date**

WET MOUNTAIN VALLEY SADDLE CLUB

BUILDING POLICIES & PROCEDURES

OPENING:

- Lights are located on the left as you enter the kitchen, to the left of the refrigerator
- Heat thermostats are located on the wall above stage and closet wall next to garage door
- Light bulb under kitchen sink is to stay on – switch is by the stove top that turns it on/off
- Heaters in bathrooms also stay on

CLOSING:

- Please be sure to turn both building heaters to 50 degrees
- Clean and check bathroom supplies (toilet tissue, trash bags, etc.) and no garbage in pails
- Doors to bathrooms are closed, bathroom heaters are on
- Garbage is placed in dumpster; new bags are placed into trash containers
- Tables and chairs put away, floors are swept
- Kitchen is clean, kitchen light bulb under sink is on
- If you have used the sound equipment, check that it is off and microphone is with the system
- Garage door and east door to the right are shut and locked
- Lights are off
- Please be sure to pull the door shut and double check that it is shut and locked

IMPORTANT RULES

- **PLEASE DO NOT DRAG ANY TABLES & CHAIRS ON THE FLOOR, AS THIS WILL REMOVE THE PAINT**
- **DO NOT USE ANY CHAIRS THAT DO NOT HAVE RUBBER BOTTOMS ON FEET**
- **DO NOT USE ANY DUCT TAPE ON THE FLOOR, THIS WILL REMOVE THE PAINT**
- **USE CORD MATS LOCATED IN THE BROOM CLOSET TO COVER CORDS ON THE FLOOR**