

WIA Barn Rental

A. Terms and Conditions of Rental

1. No Smoking is permitted anywhere in the Community Center building, “**The Barn**”.
2. A deposit of one-half (1/2) of the rental fee is required to hold a rental date.
3. A separate check of \$500.00 is required at time of rental for the damage deposit. A \$1,000 damage deposit is required if utilizing the sound system.
4. The remaining one-half (1/2) of the rental fee is due at least seven (7) days prior to the scheduled rental date.
5. **No refunds will be given.** The renter may reschedule one time, within 60 days, based on availability.
6. Every renter is required to clean the Community Center, “**The Barn**”, after use. Time for set up and clean up must be included in the total rental time. See item C for the check list for clean up.
7. A check of “**The Barn**” condition shall be done prior to and after the rental by a representative of the WIA. During regular business hours the check will be done by WIA staff. After hours a preliminary check will be done by WPS and the final inspection will be done by WIA staff the next day, but prior to the next scheduled rental. To access “**The Barn**” after regular business hours, please call a WPS officer at (719) 499-9771.
8. The renter is responsible for any damages to WIA facilities and will be charged for any damages or cleaning that was not performed.
9. **Furniture is not to be moved. The picture shall not be removed from above the mantle.** The fireplace is not operable and is not to be used under any circumstances. Rental and cleanup must be completed by midnight.
10. WIA reserves the right to terminate any rental agreement with notice, a Termination for Convenience. In the event of a Termination for Convenience, all deposits will be refunded to the renter, but the renter waives any other remedy.
11. Rental is for a specified time. **Absolutely no early access, no storage for event material or personal items prior to event or beyond scheduled rental time. Party planners must be notified of this. NO deliveries will be accepted by WIA.**

B. Renter Responsibilities

1. As a renter of the Woodmoor Community Center, “**The Barn**”, I accept financial responsibility for the loss/damages of any WIA property. I understand that my responsibilities include, but are not limited to:
 - a. Advising all guests that smoking is not permitted inside the facility.
 - b. Turning off all lights and return the signed check list before leaving.
 - c. Removing all decorations indoors and outdoors, including tape or string. No staples, tacks or nails are permitted.
 - d. Chairs must be neatly stacked in the closet. Tables must be neatly stacked in the table caddy upstairs, as well as under the stairs.
 - e. Removing all trash to the outside dumpster. Replace trash bags. Do not drag trash bags.
 - f. Sweeping and mopping floors as needed. Vacuum floor mats.
 - g. Candles can be used only if they are in a closed container.
 - h. Removing all of your own food from the refrigerator.
 - i. No rice, bird seed, glitter or confetti of any type may be used in or outside of the building.
 - j. All trash or debris must be removed from the deck and below the deck.

2. Selling of alcohol is **strictly prohibited by law**. All beer kegs must be kept outside of the building, and not in the building.
3. I understand that failure to follow the above guidelines may result in the termination of this agreement and forfeiture of my security deposit. I understand that the Woodmoor Improvement Association (WIA), its Board of Directors and its employees are not liable for any damages due to the serving of alcohol on the Community Center, "**The Barn**" premises. I accept the premises "as is" and I hereby release the WIA from any and all liability for the condition of the premises. I agree to indemnify the WIA for any claims arising out of the conduct of the guests attending this function.
4. I agree to pay for any damages arising from this event, including: minimum \$25 fee for failure to empty all trash, \$100 fee for failure to clean, and \$50 fee for failure to put the tables and/or chairs away.

C. Barn Rental CHECK LIST (Before and After)

Please notify WIA staff during normal business hours or WPS after hours at (719) 499-9771 to **unlock door and verify** the "Condition Before".

| Condition Before (Initial) | TASK | Condition After (Initial) |
|--|---|---------------------------|
| | 1. Decorations removed including tape, string, balloons, etc. (inside & out) | |
| | 2. Tables must be wiped down and returned to storage in the table caddy upstairs or under the stairs. Chairs returned to and properly placed on the carts in the chair closet upstairs. | |
| | 3. Dust mop floors. Mops are located in the kitchen closet downstairs. | |
| | 4. Damp mop any spills. Mop the spills in entry foyer, on wood floor and kitchen floor. Vacuum all floor mats. | |
| | 5. Close all windows. Close the rear deck door. Turn off lights. | |
| | 6. Take trash from "The Barn", restrooms, deck and the kitchen to the dumpster in the front parking lot. Do not drag the trash bags. | |
| | 7. Wipe down kitchen counters, microwave, stove, etc, if used. | |
| | 8. Be sure that all of your personal items have been removed. | |
| | 9. Sign this check list and give to the WIA staff or the WPS officer to lock up. | |
| Signature of Member/Renter _____ | | |
| Signature of WIA staff or WPS Officer _____ | | |
| Date _____ Time _____ | | |