ONTARIO, OREGON TRAIN DEPOT

RENTAL AGREEMENT

Recital: THE ONTARIO TRAIN DEPOT is owned by the CITY OF ONTARIO, Oregon, but is managed and maintained by the ONTARIO, OREGON, BASQUE CLUB, INC., a 501(c)(3) non-profit organization. Proceeds from rentals are used to improve and maintain the depot.

THIS AGREEMENT, made and entered into by and between the Ontario, Oregon, Basque Club, Inc., 300 Depot Lane, Ontario, Oregon,
and

the Renter: _____, agree to the following:

1. Rental of the following portion(s) of the premises:

   Main/South/Kitchen [ ]; Upstairs South [ ]

2. Date(s) and time(s) of facility use:_____;

3. Purpose(s) of facility use:_____;

4. Rental fee for facility use: $_____ (see second page); and

5. Refundable cleaning fee: $ _____ (see second page) (If the premises are cleaned after the event in accordance with this agreement and the cleaning checklist; a representative of the Ontario, Oregon, Basque Club, Inc., Train Depot Committee shall be responsible for determining whether the cleaning deposit should be refunded).

Renter agrees to abide by the following:

A. No smoking in the facility/no burning candles allowed*
   * Flameless candles are allowed. Straw/hay bales, corn stalks or any like material may not be used in or outside the Depot. Nothing shall be hung from the ceiling fans. No animals or pets are allowed within the premises except for service animals.

B. If alcoholic beverages are used on the premises, proof of liability insurance is required in the sum of not less than $300,000 indemnification to the Ontario, Oregon, Basque Club, Inc., and/or the City of Ontario, Oregon.**
   ** This requirement will not apply if the renter uses a separately-insured licensed liquor dispenser. *If no alcoholic beverages will be used, renter is to acknowledge by signing this blank. If not signed, proof of liability insurance must be supplied before renter will be given a key to the facility:*

   _____

C. Premises are to be cleaned by no later than 8:00am of the day following the paid rental day. ***
   *** If cleaning is not completed on time, renter agrees to pay an additional one day rental fee. The key to the premises will be provided no later than 8:00am of the paid rental day.

D. Display cases may be covered but cannot be moved for events.

E. If there is a need for set-up the day before the rental, an additional full day rental fee will be charged. If there is a need for clean-up beyond 8:00am of the day following the rental, an additional full day rental fee will be charged.

F. In the event of a rental cancellation, if more than 30 days notice is given a full refund of the rental and cleaning fee will be made. If within 30 days of the event then only the cleaning fee will be returned.

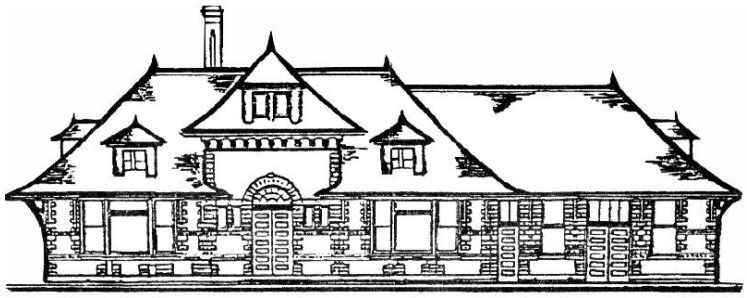
G. The Ontario Train Depot maintains outside and inside video surveillance on a 24/7 basis. Video surveillance and doors/windows security devices are not to be covered, tampered with, or detrimentally affected in any manner.

H. Depot renters are expected to monitor those who are allowed entry upon the Depot premises during their rental period and agree to assume financial responsibility for any damages and/or thefts arising during their rental period.

Signed:
Responsible Party _____Date:_____

Address _____Phone Number _____

Signed:
Ontario Basque Club Representative_____Date:_____



Rental Fees for Use of Main/South/Kitchen Portion of Depot:

Basic Fee	Cleaning Fee
$300	$300**

Rental Fees for Use of Main/South/Kitchen and Upstairs South Portions of Depot:

Basic Fee	Cleaning Fee
$450	$450**

** Refundable cleaning fee if premises are left in condition as set forth in Rental Agreement and Depot Cleaning Checklist provided when renter receives key to premises; this provision is subject to the sole interpretation of the Ontario Basque Club representative(s)

PAYMENT

Make two separate checks (one check for the rental and the other check for the cleaning deposit) payable to: Ontario Basque Club Train Depot Account

Mail checks: Ontario Train Depot
c/o Karen Yraguen
802 SW 8th Street
Fruitland, ID 83619

RENTER'S TRAIN DEPOT RULES for Return of Cleaning Deposit:

1. EMPTY ALL GARBAGE CONTAINERS INTO RECEPTACLE LOCATED SOUTH OF TRAIN DEPOT (Do not deposit any items outside of the receptacle on the ground – any excess garbage must be removed by the renter) – REPLACE GARBAGE BAGS IN CONTAINERS (Garbage bags under south kitchen sinks)

2. SWEEP AND MOP FLOORS (mop and bucket are located in the chairs/tables storage area)
Use ONLY WATER on floors.

3. VACUUM ALL RUGS

4. CLEAN ENTRY WAY WINDOWS ON SWINGING DOORS AND DOOR PLATES

5. CLEAN BATHROOMS

6. RESET TABLES AND CHAIRS AS THEY WERE FOUND (six round tables and six chairs will be stacked on each round table in the Main Portion of the Depot)