

# Sondreson Hall Use Agreement

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## SONDRESON HALL USE POLICY

### REVISED BY THE NFLA BOARD OF DIRECTORS, 2015

SONDRESON HALL IS AVAILABLE FOR USE BY THE NORTH FORK LANDOWNERS' ASSOCIATION, ITS BOARD OF DIRECTORS AND SUBORDINATE COMMITTEES WITH NO SECURITY DEPOSIT OR SUGGESTED DONATION. OTHER ORGANIZATIONS AND ENTITIES WISHING TO USE THE HALL MUST COMPLETE THE "**SONDRESON HALL USE AGREEMENT**" (ATTACHED) AND RETURN THE PAPERWORK, THE **SUGGESTED DONATION AND THE SECURITY DEPOSIT** (IN TWO SEPARATE CHECKS) TO THE NFLA TREASURER AT LEAST TWO WEEKS PRIOR TO THE EVENT. THE SECURITY DEPOSIT MAY BE RETURNED IF THE INSPECTION FINDS NO DAMAGES, NOR ITEMS MISSING.

THE SPONSOR OF SUCH AN EVENT MUST PERFORM ALL OF THE DUTIES OF A HOST. (SEE "**HOST DUTIES**" ON THE NFLA WEBSITE.)

### **SUGGESTED DONATION SCHEDULE FOR USE**

A CLASS OR EVENT THAT MEETS AT LEAST 8 TIMES FOR NO MORE THAN TWO HOURS EACH TIME SHOULD BE \$10.00 FOR EACH TWO-HOUR MEETING. DONATION SHOULD BE MADE IN ADVANCE PRIOR TO THE FIRST MEETING.

### **SUGGESTED DONATIONS FOR OTHER EVENTS**

\$25.00 FOR TWO HOURS

\$50.00 FOR FOUR HOURS

\$75.00 FOR ALL DAY

**NOTE FOR EXCEPTIONS:** SMALL COMMITTEE MEETINGS OR BOARD MEETINGS FOR NORTH FORK ORGANIZATIONS WILL NOT REQUIRE A SECURITY DEPOSIT. ***THE SUGGESTED DONATION FOR THESE EVENTS ARE THE SAME AS LISTED ABOVE.***

SONDRESON HALL CAN BE USED FOR PRIVATE PARTIES AND MEETINGS FOR OTHER NORTH FORK ORGANIZATIONS AND GOVERNMENTAL AGENCIES AS LONG AS THERE IS AN NFLA MEMBER WHO WILL BE SPONSORING THE EVENT AND WILL BE IN ATTENDANCE AT THE EVENT TO ENSURE THAT THE HALL IS USED PROPERLY.

**FOR ALL ABOVE PLEASE PROVIDE YOUR OWN DRINKING AND DISHWASHING WATER, GARBAGE CAN LINERS, PAPER PRODUCTS, PLASTIC WARE, COFFEE AND CONDIMENTS.**

**YOU MUST REMOVE ALL GARBAGE UPON COMPLETION OF THE EVENT.**

**(SCHEDULE YOUR DATE WITH THE NFLA HALL SCHEDULE COORDINATOR AS FAR IN ADVANCE AS POSSIBLE.)**

**SECURITY DEPOSIT:** THE PARTY TO USE THE HALL HEREBY AGREES TO PAY A SECURITY DEPOSIT IN THE AMOUNT OF \$75.00 TO BE SUBMITTED WITH THE "USE AGREEMENT" IN A SEPARATE CHECK FROM THE DONATION. THE SECURITY DEPOSIT MAY BE RETURNED TO THE USER UPON INSPECTION OF THE HALL AND NO DAMAGES FOUND OR ITEMS MISSING, NO LATER THAN TWO WEEKS FOLLOWING THE DATE OF THE EVENT.

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THE SUGGESTED DONATION FOR THE USE OF THE HALL AND PREMISES IS AT LEAST \$75.00 PER DAY. ANY DONATION SHOULD BE SENT WITH THE SECURITY DEPOSIT TO THE NFLA TREASURER @ P.O.Box 1603, COLUMBIA FALLS, MONTANA 59912. THIS MUST BE SENT AT LEAST TWO WEEKS PRIOR TO THE EVENT IN ORDER TO KEEP RESERVATION DATE AND TIME DESIRED.

DATE OF USE \_\_\_\_\_ ESTIMATED HOURS OF USE: FROM \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

PURPOSE OF THE EVENT: \_\_\_\_\_  
\_\_\_\_\_

RESPONSIBLE PARTY: (USE NAME) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## NORTH FORK LANDOWNERS ASSOCIATION:

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THE SUGGESTED DONATION FOR THE USE OF THE HALL AND PREMISES IS AT LEAST \$75.00 PER DAY. ANY DONATION SHOULD BE SENT WITH THE SECURITY DEPOSIT TO THE NFLA TREASURER @ P.O. Box 1603, COLUMBIA FALLS, MONTANA 59912. PLEASE SEND AT LEAST TWO WEEKS PRIOR TO THE EVENT IN ORDER TO KEEP THE RESERVED DATES AND TIMES.

## EQUIPMENT AND SERVICES FURNISHED:

1. FOUR 8' TABLES AND NINE 6' TABLES AND CHAIRS TO SEAT APPROXIMATELY 100 PERSONS
2. KITCHEN FACILITIES (NO RUNNING WATER. YOU MUST BRING YOUR OWN WATER)
3. PROPANE STOVE WITH OVEN AND A WOOD COOK STOVE
4. WOOD HEATER STOVE
5. ELECTRIC COFFEE POT (40 CUPS, TAKES 40 MINUTES TO HEAT)
6. PROPANE AND ELECTRIC LIGHTS
7. PROPANE GENERATOR FOR ELECTRIC POWER (PLEASE READ THE INSTRUCTIONS AND FOLLOW THEM)
8. OUTHOUSES FOR MEN AND WOMEN
9. GARBAGE CANS PROVIDED; **USER MUST REMOVE YOUR OWN GARBAGE AFTER EACH EVENT!**
10. PAPER AND PLASTIC PRODUCTS AND OTHER CONDIMENTS NOT PROVIDED.

**USER AGREES TO LEAVE THE HALL IN THE CONDITION IN WHICH IT WAS FOUND. TABLES, CHAIRS AND OTHER FURNISHINGS MAY NOT BE REMOVED FROM THE HALL.**

**USER AGREES TO FOLLOW ALL OF THE HOST DUTIES: SEE "HOST DUTIES" ON THE NFLA WEBSITE.**

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**CANCELLATION:** THE USER OR NFLA MAY CANCEL THIS AGREEMENT FOR JUST CAUSE WITHIN TWO WEEKS PRIOR TO THE EVENT. WRITTEN NOTIFICATION MUST BE DELIVERED OR MAILED TO THE OTHER PARTY PRIOR TO THE DATE OF THE EVENT.

**WAIVER OF LIABILITY:** USER AGREES TO HOLD HARMLESS THE NFLA AND ITS OFFICERS AND BOARD OF DIRECTORS AGAINST LIABILITY FOR INJURY TO PERSONS OR PROPERTY OCCURRING IN OR ABOUT THE USED PREMISES OR ARISING OUT OF THE USE OR OCCUPANCY THEREOF.

IN THE CASE OF A LARGE EVENT, SUCH AS WEDDING OR REUNION, THE **USER MUST OBTAIN SPECIAL EVENT COVERAGE** FROM THEIR INSURANCE COMPANY AND INCLUDE AN **ENDORSEMENT NAMING THE NORTH FORK LANDOWNERS ASSOCIATION AS ADDITIONAL INSURED.**

A COPY OF THE **SPECIAL EVENT COVERAGE** NEEDS TO BE SUBMITTED WITH THE USE AGREEMENT, TWO WEEKS PRIOR TO THE DATE OF THE EVENT. IF THE USER PLANS TO SERVE OR HIRE A BARTENDER TO SERVE ALCOHOLIC BEVERAGES THEY **MUST ALSO ADD THAT TO THE ABOVE ENDORSEMENT.**

USER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_