

Property Owners of Shenandoah Farms, Inc.

POSF Community Center Rental Agreement

Rate for 12-hour rental is \$150.00 for landowners/residents/renters. There is an additional cleaning deposit of \$100.00 to be refunded after the POSF office manager has inspected the building. Both fees are collected in advance of the rental date. *Please make out separate checks payable to POSF, Inc.*

- 1) Entrance into the center is through the kitchen door. The key given to you works this door. The double doors and patio door may be opened, but please make sure they are secure upon leaving the hall.
- 2) The front office is off limits to all rentals.
- 3) The phone is not to be used unless in the case of an emergency.
- 4) The key is to be returned through the mail slot in the front door of the community center (POSF office).
- 5) Please make sure that the door into the office area is closed during the party.
- 6) All trash cans are to be emptied and a clean bag placed in them. You must remove all trash off of the premises.
- 7) Each bathroom is to have a fresh roll of toilet paper placed in it at the end of the party.
- 8) Any other paper supplies that are used are to be replaced.
- 9) The floors are to be swept and mopped. Any spills on the carpet should be cleaned up. Please use the shop vac located on the facilities. You may choose to use your own vacuum; however, any damages will not be the responsibility of the P.O.S.F.
- 10) The counters and tables are to be wiped off.
- 11) All dishes, pots, or pans washed and put away.
- 12) No Smoking allowed inside the building.
- 13) Please do not stand on the chairs, they may break and you will be responsible for replacing them.
- 14) No alcohol beverages allowed on any POSF common properties at any time.
- 15) Fireplace can be used during rentals "only" if common property chairman is notified prior to rental and can meet with renter for fireplace instructions prior to rental.

During winter months, leave the gas heater in the kitchen on. You will be responsible for any damage caused by burst pipes if it is turned off.

Thank you for using the Shenandoah Farms Community Center and enjoy your party.

I, _____, do hereby agree to the rules and regulations as set forth by POSF for the rental of the Community Center. I release POSF Inc. from any and all liabilities in regard to all renters' safety and well being during this rental period.

Name	
Address	
Phone Number Home Cell	
Rental Date	
Deposit Check #	
Rental Check #	

Approved by: _____ Title: _____

6401 Howellsville Road Front Royal, VA 22630

Phone: (540) 837-2068

Fax: (540) 837-2068

www.shenandoahfarms.org

Shenandoahfarms@comcast.net