

FLAGSTAFF COUNTY FACILITY USER AGREEMENT

MEETING ROOM RENTAL

DATE -

BETWEEN

Flagstaff County
(Facility Owner)

AND

(User)

This agreement is for the purpose of renting out the Sterling Meeting Room of the Flagstaff County administration building at 12435 TWP RD 442, Sedgewick, AB.

Date of Function: _____

Facility Entry Time: _____ Facility Exit Time: _____

Purpose of Function: _____

The facility owner and user agree to the following conditions:

1. The USER agrees to pay rental rates as follows:
 - a. ☐ \$75 Sterling Room – Half day rental (4 hours)
 - b. ☐ \$125 Sterling Room – Full day rental (over 4 hours)
 - c. ☐ There will be no charge for non-profit organizations working for the benefit of the Flagstaff Region
2. The FACILITY OWNER shall not be liable for any theft, loss or damage of, to or from the persons or property of the USER, its agents, employees or invitees, howsoever caused.
3. If any term of this agreement is breached, the FACILITY OWNER shall have the right to terminate this agreement forthwith without any notice whatsoever, require the USER to vacate the facility forthwith and any charges for the use of the facility and for the provision of services shall be in no way reduced or abated, and the USER shall remain liable for the full amount thereof.
4. The USER agrees to pick up the keys at the County office during regular business hours and return them the next business day during regular business hours.
5. The USER agrees to vacate the premises **BEFORE** 11:00 p.m. The building will automatically arm up at 11:00 p.m. Anyone in the building after 11:00 p.m. will set off the alarm.
6. The USER agrees to be held responsible for ALL the costs of repairing any damage to the facility and/or replacing lost or damaged equipment.

7. The USER agrees to comply with the above capacity limits.
8. The USER shall not hold rallies or campaigns for specific partisan political issues or candidates or use the meeting room for any unlawful purpose.
9. The USER will not permit any actions, which may be deemed as a nuisance, annoyance or contrary to any Municipal, Provincial or Federal regulations.
10. The USER is responsible to leave the meeting room and/or kitchen as it was found.
11. Excess garbage is to be bagged and taken to the outside garbage bins (SE corner of parking lot).
12. No smoking is permitted in the building, or within 5 meters of all exits.
13. The FACILITY OWNER must approve any affixing of decorations or displays. All furniture, fixtures and the like that are brought on the premises are done so at the sole risk of the USER. The FACILITY OWNER is not responsible for loss or damage resulting there from.

User Contact Name: _____

Organization/Event: _____

Mailing Address: _____

Telephone: _____

Kitchen Use: Yes / No

I _____ have read this agreement and agree to all conditions as stated and have the authority to sign on behalf of the organization or individual as stated in this agreement.

FLAGSTAFF COUNTY

FACILITY USER

Per: _____

Per: _____

Date: _____

Date: _____

Payment made to:

Flagstaff County
Box 358
Sedgewick, AB T0B 4C0

Schedule A – Additional Information

1. Unlocking/Disarming the Building: The key fob provided will only unlock the west wing door (By Sterling Room). Swiping the card reader **once** with the blue key fob will unlock the door for five seconds and disarm the west wing and front foyer for the day. The west wing door can be manually unlocked with an allen key allowing guests to enter the building without a key fob. The allen key is kept inside the door of the fire extinguisher holder.
2. Locking/Arming the Building: If the door has been manually unlocked it **MUST** be manually locked with the allen key or the building will not arm up. Swiping the card reader **three times** will lock and arm the building. The building will automatically arm at 11:00 p.m., so everyone **must be out of the building completely by 10:55 p.m.**
3. Making Coffee: Coffee filters and bags of coffee can be found in the drawers beneath the coffee machine; place one bag of coffee in the coffee filter; the *off/on* switch on the left should be on and lit up; hit the *brew* button so it lights up and the coffee will automatically brew. No need to add water.
4. Fridge in Meeting Room: The pop is meant for Flagstaff County meetings; please provide your own alternative beverages to coffee/tea.
5. Washroom Facilities: Washrooms are located outside of Sterling Room and in the foyer.
6. WiFi Connection:
Ssid: guest
Password: halfmast!
7. Use of Audio Visual Equipment: Instructions are in a drawer on the south wall.