



Building Use Agreement

214 E 2nd Street, PO Box 27
Shoshoni, WY 82649
307-876-2703

The applicant agrees to the following guidelines for use of the Senior Center:

1. **Rental Fee:** \$100 for businesses and fundraisers
By Donation for personal use, public service events, and memorials
2. A \$50 cleaning deposit is also due at reservation. This is refunded after the event only if these guidelines are followed and the Senior Center has been cleaned and there are no damages.
3. You must be personally present and supervise the event or activities. If necessary, a key may be issued to you and must be promptly returned to office staff or a Board member.
4. This is a smoke free building, and the use of controlled substances is prohibited. Alcoholic beverages can only be served with the proper permits and prior arrangements.
5. No tacks, scotch tape, or anything that will damage or leave marks is to be used for decorating.
6. For memorial services, remember that we are not a funeral home and do not offer those services. We do not plan or conduct memorial services. The body of the deceased is not to be brought into the Senior Center, but ashes in an appropriate container are allowed. For the services of a local and regular patron of the Shoshoni Senior Center and depending on the availability of a cook and volunteers, the Senior Center can sometimes provide a memorial meal.
7. Unless otherwise arranged, you will set up tables and chairs yourself. The piano, computers, exercise equipment, pool tables, sub-kitchen, and presentation equipment are not to be used unless specifically approved by Senior Center office staff and specified in writing below.
8. All children must be supervised closely and remain in the east room, unless accompanied by an adult to use the restroom. They are not allowed on the exercise equipment or piano.
9. Return tables and chairs to how they were before your event. Only stack the chairs four high, and do not block access to the windows. Sanitize the tables, vacuum, and check the bathrooms. All garbage should be placed in the dumpster at the west end of the building. Check all lights, thermostats, stove, doors, etc. carefully before leaving the building.

By signing this agreement, you accept these guidelines and acknowledge that you are financially responsible for any damage or loss to the Senior Center during or because of your event. You also agree that the Senior Center shall not assume or have any responsibility for expenses, medical treatment, or compensation for any damage to persons or property which may occur in connection with the event or the use of the Senior Center.

Event: _____

Date: _____ Time: _____ Paid: _____

Notify us as soon as possible if your event is cancelled or needs to be rescheduled.

Special Requests: _____

Any special arrangements must be specified and made in advance with Senior Center office staff.

Name: _____ Phone Number: _____

Please include any other contact information that we might need.

Signature: _____ Date: _____

Return this agreement to the Senior Center. It can be mailed or emailed to director@shoshoniseniorcenter.com.

Office Staff Approval Signature: _____ Date: _____ Provide the contact information for Senior Center staff or board members as needed.
