

Hidden Springs Room Rental Guidelines: Usage, Cleaning, and Security Deposit Checklist

Welcome! We hope you have a wonderful event at Hidden Springs. Please review this document and abide by these guidelines when using our space. All groups are expected to leave the premises and the grounds in the condition they found it. Your cooperation in keeping Hidden Springs clean is appreciated.

Guidelines for Use

1. Hidden Springs reserves the right to deny applications for reasons including:
 - a. Uses that are injurious to the premises.
 - b. Uses that are a nuisance to the neighborhood.
 - c. Uses that are inconsistent with our wellness philosophy.
2. Rental is subject to termination if the maximum capacity of a room is exceeded.
3. No smoking is permitted inside or on the grounds.
4. Alcoholic beverages are not permitted inside or on the grounds.
5. Food and drink (except water) are not permitted in the rented rooms.
6. No nails or tacks can be placed in the walls. Decorations can be put on the walls with masking (not scotch) tape.
7. The use of candles, sage, open flame, and incense are all prohibited.
8. Individuals or groups using the building are responsible for any damage done to the building during their use. The wall sconces (lights) in the Skylight room are fragile and cost \$100 to replace. Please be careful.
9. The premises must be left as found (see check list, following) or some/all of the Security Deposit will be forfeited.
10. All City of Ashland ordinances must be complied with.
11. No animals are allowed in the building.
12. Audio / video equipment is not included in the rental agreement but is offered as a courtesy. We do not guarantee function. Please check beforehand and if audio/visual equipment is essential to your presentation, have a back up.
13. Please conserve energy. Be sure to turn off unused lights and keep doors and windows shut during the heating and cooling seasons.
14. The rental agreement extends to meeting rooms only. All other rooms are unavailable unless prior arrangements have been made. There are often other groups and individuals using other areas of the facility. Please be courteous and respectful towards others in the building.
15. Non-members are not allowed in the Fitness Center.
16. The rental agreement does not include use of the kitchen.

(Please leave this checklist on the table before you go)

Hidden Springs Room Rental Cleaning and Security Checklist

Security Deposit Note:

We will not cash the Security Deposit check unless it is determined that repairs/cleaning is needed. The amounts in parenthesis indicate the amount we will deduct from the Security Deposit if these items are not completed. In such case(s), you will be refunded the remainder after repairs/cleaning fees are deducted. _____ (Initial here)

Cleaning Supplies

The vacuum and cleaning supplies are located in the Skylight Room closet.

Cleaning Checklist / (Security Deposit Fees)

Some items are important enough that we will charge you (the amount in parenthesis) if they are not completed:

- Check that all windows are closed. (**\$10**)
- Check that all doors leading to the outside are locked. (**\$25 per door**) These include:
 - Main entrance door to building.
 - Patio door in the Skylight Room.
- Renters and participants of events are not permitted to enter or remain inside facility prior to approved time. (**\$50 fee will apply if this is not observed**)
- Stack the chairs neatly along the wall **no more than 4 high**. 30 chairs should be in the room when you arrive and when you leave. (**\$5**)
- The use of candles, sage, open flame, and incense are all prohibited. (If evidence or report of using the said items is documented, **minimum deduction of \$100** will be withheld.)
- Return audio/visual/internet equipment and cord. (**\$10 + cost of equipment if removed**)
- Vacuum (in skylight room closet) the room used plus any other area that has had foot traffic. (**\$20**)
- Wipe down any tables and counters of liquid spills or food stains.
- Please return any tables used to the place you found them.
- Restore the Skylight Room closet to the condition you found it in.
- Empty trash. Garbage cans are behind the staff area by the parking area next to our Fitness Center. Garbage bags are located in the cabinet next to the tea kettle.
- Please make sure that the heating/cooling temperature is set where you found it.

Thank you for your help and cooperation!

Your Name (as on rental agreement): _____ Date: _____