BUILDING USAGE AGREEMENT

421 N. Glendale Ave, Glendale CA 91206

User Contact Information

Name: _____

Phone: _____

Email: _____

This Building Usage Agreement ("Agreement") is between the User and Verdugo Hills Council, Scouting America ("Owner").

Purpose of Use: _____

Space to Be Used: (check one)

__ Upstairs Only (not accessible)

__ Upstairs and Downstairs (includes chair lift) *Please note that this option requires our staff to lock several interior doors. If you do not need the chair lift, upstairs only is preferred.

Date(s) and Time(s) of Use

Date(s): _____ Time(s): From _____ to _____

Terms and Conditions

Use of Space

a. User agrees to use the designated space solely for the purpose stated above.
b. User shall not make any alterations or modifications to the space without prior written consent.
c. A refundable cleaning deposit of $150 is due 10 days prior to the event. The deposit will be returned provided the space is left in clean and orderly condition. Owner reserves the right to deduct from the deposit any costs incurred for cleaning or repair. The cleaning deposit is separate from and does not apply toward any rental fees. Make check payable to Verdugo Hills Council, Scouting America.

Key Checkout

a. A key to the building will be provided to User upon signing this agreement.
b. User is responsible for the key and shall not duplicate it or provide it to any third party.
c. User must return the key immediately after the event, or by the agreed-upon return date and time.
d. Failure to return the key on time will result in a fee of $100.
e. In the event the key is lost or stolen, User agrees to pay for the cost of re-keying the building.

Liability

a. User agrees to indemnify and hold harmless the Owner and any associated entities from any liability, damages, or injuries that may occur during the use of the space.
b. User assumes all responsibility for any damage caused to the property during the period of use.
c. User agrees to comply with all applicable laws, regulations, and building policies during use.

Acknowledgement and Signature

By signing below, the User acknowledges that they have read, understood, and agree to comply with the terms and conditions of this Building Usage Agreement for the building space with Verdugo Hills Council, Scouting America.

User Signature: _____ Date: _____

Authorized Representative Signature (VHC Staff): _____ Date: _____

OFFICE USE ONLY: Key Return Date/Time _____