MAGNOLIA SPRINGS COMMUNITY ASSOCIATION
RENTAL AGREEMENT

Rental request made by: _____
Address: _____City/State_____
Email: _____ Phone: _____

Rental Date(s): _____ Time*: _____to _____
(*rental time from initial set up through final clean up)
Rental location: Magnolia Springs Community Hall, 14775 Oak Street, Magnolia Springs, AL 36555

_____ will be responsible for and understands that the "Hall" will be returned to pre-rental condition and any cost incurred to repair damages will be their responsibility; and all appliances, lights, and fans are turned off; and the doors locked when leaving the "Hall".

The use of the Community Hall is for private events and therefore the Magnolia Springs Community Association and all Officers, Board members, and members are hereby released from any loss, injury, or illness to renters or persons directly or indirectly participating in the use of the "Hall".

Rental Fee $ _____ PLUS $100 cleaning fee to be paid in full upon signing this agreement.

Rental fee will be refunded in full if event is cancelled at least 60 days prior to rental date AND the MSCA is provided a written notice of cancellation.

Event Liability Insurance is required if alcohol is being served. Alcohol served ☐ Yes ☐ No
Caterer's may have Liability Insurance covering these events. Certificate of Insurance naming the Magnolia Springs Community Association is required at least 10 days prior to event.

Checks should be made payable to MAGNOLIA SPRINGS COMMUNITY ASSOCIATION. Rental date should be noted on the rent check. Mail check and signed agreements to P O Box 6, Magnolia Springs, AL 36555. Renter agrees to abide by rules established in Community Hall Usage & Information (page 2).

Signed this _____ day of _____, 20 _____

RENTER: _____(signature)

_____ (print)

RENTER: _____(signature)

_____ (print)

Accepted by MSCA Board Member _____ (signature)

_____ (print)

MAGNOLIA SPRINGS COMMUNITY HALL
USAGE RULES & INFORMATION

1. The Magnolia Springs Community Hall was built in 1894 and is a valued part of our community. Please treat it appropriately.
2. Renters may not use confetti, sprinkles, glitter, flames of any kind. Battery operated candles are acceptable.
3. No smoking in the building or within 20 feet of building/porches/steps/ramps.
4. Kitchen and bathrooms are on a private septic system. Flush only toilet paper.
5. Kitchen is furnished with flatware and cooking utensils. Renter is responsible for providing tablecloths, napkins, plates, cups, wine glasses, cooking pots/pans, serving platters/bowls/utensils, and ICE.
6. Kitchen is furnished with electric range/oven, 2 dishwashers, and refrigerator/freezer.
7. No nails or tape on walls/doors. Windows are to remain closed.
8. ALL garbage must be removed and placed in outside trash cans. Hall must be returned to original condition including placement of tables and chairs.
9. Please keep shades down prior to and following the event to protect interior from heat and sun exposure.
10. In cold months, heat may be set up to 70 degrees (please return to 65 after event); in warm weather hall may be cooled to 68 degrees.
11. Parking is available to the north and west side of Community Hall. Overflow parking is available in church parking lot (north side). Please do NOT park in Jesse's parking lot.
12. Hall size is 30 ft x 50 ft with kitchen, 2 bathrooms.
13. Tables – ten (10) 5 ft round tables, two (2) 8 ft oblong tables, 70 chairs.
14. Rental fees (set-up to final clean up): Up to 4 hours = $250; 4+ hours to 8 hours = $500; 8+ hours to 12 hours = $750. PLUS cleaning fee of $100. Additional hours may be purchased at the rate of $65/hour. (Ex: 5 hour rental = $250+$65=$315)
15. Payment of membership dues for a minimum of 2 consecutive years allows members to receive $100 discount toward rental – one per fiscal year. Rental discount for individual/family events only and is not available for business, HOAs, for-profit events. ALL rental discounts subject to MSCA Board approval. (Effective 5.1.2024)
16. Event Liability Insurance is required when serving alcohol. Caterer may provide, if applicable.

Renter agrees to abide by the Community Hall Usage Rules & Information.

Signed this _____ day of _____, 20_____.

Renter: _____(sign) _____(print)

Renter: _____(sign) _____(print)

MSCA Board:_____(sign) _____ (print)