

**EMERALD SQUARE DANCE CENTER, INC.**  
**PO Box 70628, Springfield, OR 97475**  
**541-513-8817, [esdc.information@gmail.com](mailto:esdc.information@gmail.com), EmeraldDanceCenter.com**  
**One-Time Lease**

THIS LEASE, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by and between

**EMERALD SQUARE DANCE CENTER, INC.**

hereinafter referred to as Lessor, and:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

hereinafter referred to as Lessee, WITNESSETH:

In consideration of the covenants and agreements herein contained, to be kept and performed by the Lessee, the Lessor does hereby contract to lease unto the Lessee, for the term hereinafter specified, those certain premises located in the City of Springfield, County of Lane, State of Oregon, known and described as follows:

The areas of the building located at the intersection of 20th and Yolanda, designated as 2095 Yolanda, Springfield, Oregon, 97477.

\_\_\_\_\_ Large Hall A \_\_\_\_\_ Small Hall B \_\_\_\_\_ Kitchen Only \_\_\_\_\_ Parking Lot Only

**BEGINNING LEASE DATE** \_\_\_/\_\_\_/\_\_\_ **ENDING DATE** \_\_\_/\_\_\_/\_\_\_ **HOURS:** \_\_\_\_\_ **TO** \_\_\_\_\_

(Includes setting up and taking down time)

**HOLDING DEPOSIT** (to hold rental date) \$ \_\_\_\_\_ (Applied to rent when is hall leased)

**RENTAL AMOUNT** \$ \_\_\_\_\_ x \_\_\_\_\_ **HOURS** = \$ \_\_\_\_\_

**OTHER ITEMS RENTED** \$ \_\_\_\_\_ (Listed on Page 4)

**REFUNDABLE CLEANING/DAMAGE DEPOSIT** \$ \_\_\_\_\_

**REFUNDABLE KEY DEPOSIT** \$ \_\_\_\_\_

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_

Exception: December 31 may be reserved by the Lessor.

REFUNDS, if any, WILL BE RETURNED BY TREASURER, ONE MONTH AFTER FUNCTION.

**CANCELLATION INFORMATION**

One-month notice of function cancellation is required in writing and is to be mailed or emailed to the Treasurer. If 30 days advance cancellation notice is received you will not be charged rent. If less than 30 days notice, Lessee will be responsible for the rent, unless the hall can be rented by Operation Coordinator. For last minute cancellations, the lessee will be responsible for the rent.

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The Lessee is allowed a half-hour of uninterrupted time after function to clean the premises. Lessee is to keep the premises in good condition; to dry mop the floor with the mops provided, clean all trash from the restrooms and kitchen area, make sure the heating and air conditioning has been returned to the pre-use settings, clean off the tables, mop up spills from the floors, lock dumpster & dumpster gate, doors, and turn off all lighting used. Return garbage and dispenser key back to the hook in kitchen. If the air conditioning is used the lessee must keep all doors closed during the entire time that the air conditioning is turned on! Stoves & microwaves to be used to warm foods ONLY! No grilling, frying, cooking allowed!

**See cleaning/damage checklist included in packet.**

Lessee is not to permit any acts to be done on said premises in violation of any statute, law, regulation or ordinance and is not to use or permit the use of said premises for any illegal purpose.

Lessee agrees to limit number of persons on premises to 300 in Hall A and 100 in Hall B, unless Lessee obtains special permit from the City of Springfield for every event in which more than 300 persons are expected to attend in Hall A and 100 in Hall B.

Lessee also agrees that no signs, banners, boards of any character, or sandwich boards will be placed inside or outside the building at any time without written consent of ESDC and if outside, from the City of Springfield. Exception would be inside area leased. Banners could be hung prior to and during a specific event, then removed. Lessee is aware banners hung on the upper south wall of Hall A are the property of ESDC and are not to be removed or tampered with in any way.

The Lessor shall in no event be liable for any accident or injury to any goods, or person whatsoever occurring in or about said premises, which accident or injury is caused by or arises out of the failure of the Lessee to observe any covenant, agreement or condition of this contract or any statute or municipal ordinance, or which is caused by or arises out of any negligence on the part of any agent or employee of the Lessee. The Lessor shall not be responsible or liable in any way for the injury or death of any person or damage to any property caused in or about the premises.

Lessee agrees to pay any **restitution costs for damage** to any of the contents provided by the Lessor of this facility. Lessee cannot sublet any part of said premises, which has not been consented to by the Lessor in advance and in writing.

\_\_\_\_\_ ***initial***

**No alcohol or other drugs** are allowed in or around the premises. \_\_\_\_\_ ***initial***

**No smoking** inside the building. Smoking permitted outside only when appropriate receptacles are provided for receiving combustible material. Those receptacles are to be at least 20' from any entrance and must be cleaned by Lessee when event is over. \_\_\_\_\_ ***initial***

**Music** must be played at a level that does not disturb other renters or neighbors. The stage must be returned to the original position. \_\_\_\_\_ ***initial***

**NO FOG, SMOKE OR BUBBLE MACHINES** \_\_\_\_\_ ***initial***

**Glitter** is not allowed. \_\_\_\_\_ ***initial***

**Any Decorations** by renter must be removed and the building returned to its original condition. \_\_\_\_\_ ***initial***

**Dance Floor:** No food or beverage or glitter is allowed on the dance floor. \_\_\_\_\_ ***initial***

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**WARNING AND REMINDER:** EMERALD SQUARE DANCE CENTER, INC. leases or rents this building. The Lessee or Renter is liable for any accident or injury of any goods or person(s) occurring in or about said building during or after the Lease/Rental contractual Time of Use period; such accident or injury being caused by or arising out of failure of the Lessee/Renter to observe any covenant agreement or condition of the Lease/Rental contract. "The Lessor shall not be responsible or liable in any way for any injury or death of any person(s) nor damage to any property caused in or about the premises"

**Square, Round, and Clogging Only:** Non-Federated dancers dance at their own risk. Oregon USDA Insurance covers only Federated Clubs and member dancers for liability only while dancing at a Federated Club dance function. A copy of the Certificate of Insurance provided to the club by the Area Delegate to the State Federation must be attached.

Lessee must provide a Certificate of Liability Insurance naming the Lessor as "Additional Insured". \_\_\_\_\_ *initial*

LESSEES AND ALL USERS OF THIS BUILDING AND ITS FACILITIES: **ENTRANCE AND USE IS AT YOUR OWN RISK!!**

LESSOR: ESDC by: \_\_\_\_\_ DATE \_\_\_\_\_

LESSEE: \_\_\_\_\_ DATE \_\_\_\_\_

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**FOR OPERATION COORDINATORS ONLY  
USE THIS FORM FOR ONE OR TWO DAY RENTALS**

HOLDING DEPOSIT: \$ \_\_\_\_\_ (Applied to rent if hall is rented, refunded if cancelled per policy)  
Holds function date on calendar Date Security Deposit Paid \_\_\_\_\_  
LEASE AMOUNT: \$ \_\_\_\_\_ (Lease Amount \_\_\_\_\_, Less Security Deposit \_\_\_\_\_)  
KEY DEPOSIT: \$ \_\_\_\_\_  
CLEANING/DAMAGE DEPOSIT: \$ \_\_\_\_\_  
SOUND SYSTEM DEPOSIT: \$ \_\_\_\_\_ (\$100 deposit, \$25 user fee, \$75 refundable)  
OTHER: \$ \_\_\_\_\_ (Items checked below)  
**TOTAL AMOUNT RECEIVED** \$ \_\_\_\_\_

CASH \_\_\_\_\_ CHECK \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_

Other items rented: \_\_\_\_\_ Coffee Pot \$5; \_\_\_\_\_ Punch Bowl \$5; \_\_\_\_\_ Sound System \$25;

DATE CLEANING/DAMAGE CHECKLIST COMPLETED: Before Function- \_\_\_\_\_ After Function- \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**REFUNDS: To**

Cleaning/Damage Fee: YES \_\_\_\_ NO \_\_\_\_ IF NO, REASON \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key: number \_\_\_\_\_ Key Fee refunded YES \_\_\_\_ NO \_\_\_\_ IF NO, REASON \_\_\_\_\_  
\_\_\_\_\_

Sound systems: YES \_\_\_\_ NO \_\_\_\_ rental \$100.00 deposit, \$25.00 user fee (return \$75 if yes is checked) If No is checked.  
REASON \_\_\_\_\_

KEY DEPOSIT: \$ \_\_\_\_\_  
CLEANING/DAMAGE DEPOSIT: \$ \_\_\_\_\_  
SOUND SYSTEM DEPOSIT: \$ \_\_\_\_\_  
**TOTAL TO BE RETURNED:** \$ \_\_\_\_\_

**TOTAL AMOUNT RETURNED BY TREASURER \$ \_\_\_\_\_ DATE \_\_\_\_\_**

**CHECK NUMBER** \_\_\_\_\_  
DATE COPIES OF REFUND PAGE MADE \_\_\_\_\_  
**DATE COPIES GIVEN TO:**  
LESSEE \_\_\_\_\_

OPERATIONS COORDINATOR \_\_\_\_\_

ESDC TREASURER \_\_\_\_\_

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**CLEANING/DAMAGE CHECKLIST**

**Large Hall A** \_\_\_\_\_ **Small Hall B** \_\_\_\_\_ **Kitchen** \_\_\_\_\_ **Parking Lot**

LESSEE: \_\_\_\_\_ CONTACT PHONE # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_

	<b>LESSEE/LESSOR</b>		<b>LESSEE/LESSOR at End of Function:</b>	
	<b>At beginning of Function:</b>			
<b>BATHROOMS:</b>				
Toilet dispensers filled	YES _____	NO _____	YES _____	NO _____
Women's (Hall A)	YES _____	NO _____	YES _____	NO _____
Men's (Hall A)				
Bathroom 1 (Hall B)	YES _____	NO _____	YES _____	NO _____
Bathroom 2 (Hall B)				
Waste Paper baskets emptied	YES _____	NO _____	YES _____	NO _____
Floors swept	YES _____	NO _____	YES _____	NO _____
Comments _____				

<b>KITCHEN:</b>				
Tables wiped (Hall A)	YES _____	NO _____	YES _____	NO _____
Floors swept	YES _____	NO _____	YES _____	NO _____
Spills cleaned & mopped up	YES _____	NO _____	YES _____	NO _____
Trash emptied	YES _____	NO _____	YES _____	NO _____
Trash liners replaced	YES _____	NO _____	YES _____	NO _____
Dumpster Key replaced	YES _____	NO _____	YES _____	NO _____
Sinks Cleaned	YES _____	NO _____	YES _____	NO _____
Counters cleaned	YES _____	NO _____	YES _____	NO _____
Spill trays cleaned (Hall A)	YES _____	NO _____	YES _____	NO _____
Towel dispensers filled	YES _____	NO _____	YES _____	NO _____
Comments _____				

<b>DANCE FLOOR:</b>				
Floor & Stage swept	YES _____	NO _____	YES _____	NO _____
Spills wiped up	YES _____	NO _____	YES _____	NO _____
Decorations removed	YES _____	NO _____	YES _____	NO _____
Heat setting at 55 degrees (Hall A)	YES _____	NO _____	YES _____	NO _____
Air Conditioning Set to cool or off	YES _____	NO _____	YES _____	NO _____
Tables & Chairs put away	YES _____	NO _____	YES _____	NO _____
Smoking container Cleaned	YES _____	NO _____	YES _____	NO _____
Returned inside	YES _____	NO _____	YES _____	NO _____
Wastebasket emptied	YES _____	NO _____	YES _____	NO _____
Switches inside door off (Hall A)	YES _____	NO _____	YES _____	NO _____

<b>OUTSIDE AREA:</b>				
Cleaned & picked up	YES _____	NO _____	YES _____	NO _____

Comments \_\_\_\_\_

PERSONS WHO CHECKED HALL BEFORE FUNCTION: \_\_\_\_\_

PERSONS WHO CHECKED HALL AT END OF FUNCTION: \_\_\_\_\_