

EMERALD SQUARE DANCE CENTER, INC.

PO Box 70628

Springfield, OR 97475

(Kevin: 503-318-5582) (Events Coordinator, Hillary: 541-337-3367)

Kevin: esdc.information@gmail.com, Hillary: nextstepdance@comcast.net

RECURRING LEASE / RENTAL CONTRACT

Club Presidents:

Attached is your lease packet for September 1, 2021 through August 31, 2022. ESDC delivers this packet in May so you may read, complete and return the lease and information forms to the Hall by the end of June.

Read ALL forms, you are responsible for all of the information.

KEYS:

- You may make as many copies of the storage closet door key as your club needs.
- We need the information on how many keys were made and who has them.
- **DO NOT change the lock on your storage closet as the closet, the key and the lock are property of the Dance Center.**
- **DO NOT duplicate Hall A or Hall B door keys or make extra permanent markings on any of the keys issued.**
- \$50.00 required deposit per key for both Hall A and Hall B**

Club	Individual	Hall A	Hall B	Deadbolt	A Closet	B Closet	Janitor	Other

INSURANCE:

- All users of the Hall are **required** to supply a **Certificate of Liability Insurance in the amount of \$1 million** naming the Emerald Square Dance Center as "Other Insured."
- A copy of your form from the OFN will meet this requirement. Otherwise, a copy of the Insurance form from Callers Lab or CCCA will suffice and must be attached.

RENT CALENDAR:

- The Rent Calendar (attached) must be completed by your club treasurer and remitted with your club rent check.
- Rent is due the first of the month and received no later than the 10th of the month following the month of use.
- Remember the \$.50 insurance fee per function.
- Rent forms are to be mailed to:

