



SOUTHERN CORTES COMMUNITY ASSOCIATION

## Manson's Hall On-Going Course Lease Policy

**Rental Fees:** for individuals and organizations who are current year members of the Southern Cortes Community Association. The areas available for on-going course lease are the Main Public Hall and the Pioneer Room (other areas available by exception). On-going courses involve a presenter or instructor who charges daily, weekly or a monthly fee or asks for a suggested donation. The hall can be occupied for three hours or less.

Events meeting <b>once a week</b> are	<b>\$11 per session</b> , or	<b>\$ 44.00 per month.</b>
Events meeting <b>twice a week</b> are	<b>\$9.65 per session</b> , or	<b>\$ 77.20 per month.</b>
Events meeting <b>three times a week;</b>	<b>\$9.10 per session</b> , or	<b>\$109.20 per month.</b>
Events meeting <b>four times a week</b>	<b>\$8.25 per session</b> , or	<b>\$132.00 per month.</b>

For the special case of a self directed course where no specific presenter/instructor is present and no fee or donation is requested; a **\$1 per person per session** fee will be charged.

**Equipment:** must be provided by the renter unless additional agreements have been made with the SCCA (piano), the Seniors (dishes), Cortes Theatre Group (stage lighting) or Cortes Café (kitchen).

**Sound system is \$30 per event** including mixing board and microphones. If help is needed using the equipment, sound technicians are available.  
**LCD Projector is \$20 per event.** Projectionists are available.  
**Piano is \$25 per event.**

**Hours of Operation:** All event activities must cease by **1 a.m.** and the building locked up and vacated by **2 a.m.** No person(s) may stay in the hall overnight.

**Cleanup** must be completed within the time allocated for the class. One half hour is usually sufficient for set-up and clean-up of most events. A clean-up charge of \$50 will be levied if the Hall Janitor is required to do additional cleanup.

### Clean Up After the Event

1. **All materials brought into hall must be removed immediately following the event.**
2. **Restack chairs back of room, stack tables against east wall.**
3. **Kitchen area, and utensils and equipment used, clean and returned to storage.**
4. **Garbage bagged and placed in garbage bins outside in the parking lot.**
5. **All Main Hall and entrance hall floors must be swept and spot cleaned.**
6. **Thermostats must be turned down to 10 C.**
7. **All lights turned off (except emergency exit lights).**
8. **All doors locked.**

**Damage/Clean-Up deposit of \$100** will be forfeited if any deficiencies are found and any additional cost of repairs will be paid by the individual or the organization.

**Keys** that are not returned promptly after the course ends are subject to a charge of \$40. Lost keys will be charged at \$40. If the renter fails to pick up the keys before the event, (MWF 11-4), and the SCCA is required to open the hall, a \$25 call out charge will be made.

**The Marquee** is available to advertise short courses prior to the start of the event. Two lines on each side of the marquee are allowed per event. The renter can install the lettering on the marquee, or for \$15 and sufficient forewarning the hall manager can arrange for it.

**A Cancellation Fee** of half of the course charge will be levied in June, July, August and December for events cancelled within two weeks of the starting date unless an equivalent lease is made for the same time.