

**Suwannee Bicycle Association, Inc. (SBA)**

**Headquarters Building Use Agreement**

The following applies to an SBA's member's use of the SBA Headquarters Building outside of published SBA events and activities.

**GENERAL USE GUIDELINES**

1. Use of the SBA Headquarters Building (HQ) is strictly limited to current SBA members in good standings ONLY (hereinafter referred to as Member).
2. The Member's spouse, friends, relatives, and/or associates must be current members.
3. Full family attendance is permitted if a valid Family Membership is in place.
4. Children of Members are permitted to use the building if they are accompanied by Member and they are under 18 years of age.
5. HQ cannot be reserved for private use. Members are expected to share the facility.
6. Building use is a privilege and not a right. Accordingly, SBA reserves the right to deny building use to any Member.

**BUILDING ACCESS**

1. Member access to HQ will be granted by either a permanent key or key code.
2. Key codes are subject to change, annually or as needed.
3. Building access credentials will be distributed by the Building Manager or SBA Board Member Liaison:

**Building Manager**

Mike Toffolo

C: 317-694-5251

[michael toffolo inc@aol.com](mailto:michael_toffolo_inc@aol.com)

**SBA Board Liaison**

Dale Nanny

C: 321-698-6004

dalenanny@aol.com

Members should submit this Agreement to the Building Manager at least one week prior to requested use. The form can be downloaded from the SBA web site. It should be printed, filled out, scanned and emailed to the Building Manager. It can also be dropped off at an SBA event.

4. Members are responsible to safeguard HQ access credentials from theft, loss or misuse.

**BUILDING USE EXAMPLES**

1. Examples of acceptable HQ use:
  - a. Temporary base for local rides
  - b. Rest or lunch stop
  - c. In conjunction with SBA work weekends, Open Houses, etc.
2. Examples of use that are NOT allowed:
  - a. Any use that is counter to established guidelines
  - b. Repeated use, i.e. every weekend, every other day, etc
  - c. Use that could cause damage, complaints, safety risks, etc.

### **SPECIFIC BUILDING REQUIREMENTS**

1. HQ to remain locked when not occupied
2. Electrical devices and lights to be turned off when not in use
3. Hot water heater to be left OFF unless during an overnight stay or shower
4. If the kitchen is used for food preparation, it must be CLEANED before your stay is over. This includes all dishware, utensils, and appliances.
5. All kitchen utensils to be dried and put away
6. Any food stuffs that are deposited to any trash container must be bagged and deposited in the outside trash cans before leaving.
7. Bathroom and showers must be cleaned and orderly
8. Any dirt, mud, or other debris that were deposited indoors must be cleaned.
9. Well behaved pets are permitted, but are not allowed on the furniture and must be kept on leash when outdoors. All pet waste must be picked up and disposed of.

### **INDEMNIFICATION**

Member agrees to indemnify, defend (with counsel acceptable to SBA) and save SBA harmless from and against any and all claims by or on behalf of any party arising from the use, occupancy, operation or management of HQ, or arising from any breach or default on the part of Member pursuant to the terms of this Headquarters Building Use Agreement, and from and against all costs, expenses and liabilities incurred in connection with any such claim or action or proceeding brought thereon (including, without limitation, the fees of attorneys, investigators and experts).

### **RELEASE**

SBA, its principals, agents, employees and contractors, shall not be liable for, and Member hereby releases SBA, its principals, agents, employees and contractors from, all claims for loss of life, personal injury or damage to property sustained by Member or any person claiming by, through or under Member resulting from any fire, accident, occurrence or condition in or upon HQ or any act of other occupants of HQ or any act or omission (including negligent acts or omissions) of SBA, its principals, agents, servants and employees.

### **BEFORE YOU LEAVE CHECK LIST**

1. Is the building clean? Main room, kitchen, shower, bathroom?
2. Is the kitchen area, utensils and appliances cleaned, turned off, put away?
3. Is the hot water heater turned off?
4. Is all trash bagged and deposited in the outside trash container?
5. Are all lights and fans turned off?
6. Are there any discrepancies that need to be reported to the Building Manager?
7. Are both doors locked?
8. It is recommended that a fire not be made in the fireplace. But if you did have a fire, all hot coals must be extinguished before leaving.

Suwannee Bicycle Association

**Headquarters Building Use Request Form and Acknowledgement**

Member name: \_\_\_\_\_

Street: \_\_\_\_\_

State & zip: \_\_\_\_\_

Main contact phone number: \_\_\_\_\_

Alternate phone number: \_\_\_\_\_

Email ID: \_\_\_\_\_

(Important.. will be used to issue notices and codes)

List any children under the age of 18: \_\_\_\_\_

If married, name of spouse: \_\_\_\_\_

Is the spouse a member? \_\_\_\_\_

Note only one access will be given to a household.

**Date(s) Requested:** \_\_\_\_\_

By signing the below, I attest that I have read, understand and agree to comply with the above referenced SBA HQ Building Use Agreement should SBA approve such use.

Member Name (print): \_\_\_\_\_

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_