

# Center Eaton Community Center FACILITY RENTAL AGREEMENT

Date of Rental: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

I would like to rent the Community Center from: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

(Note: This is the time you enter the building to the time you leave. Please give yourself adequate time to set up and clean up.)

Estimated Attendance: \_\_\_\_\_

No Rentals after 10 PM

Rooms Requested	Capacity	Fee
<input type="checkbox"/> FULL BUILDING	85	\$125 -\$100 Security Deposit required
<input type="checkbox"/> MEETING ROOM/KITCHEN	50	\$50 -\$50 Security Deposit required

Both thermostats must be reset to 55 degrees when you leave or you ***forfeit all of your deposit.***

Table Service-plates, glasses, cups, silverware & serving dishes \$25

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

I HAVE RECEIVED A COPY OF THE RENTAL POLICIES AND PROCEDURES AND AGREE TO THE CONDITIONS LISTED.

Signature of Applicant: \_\_\_\_\_

## FOR OFFICE USE ONLY:

Reservation taken by: \_\_\_\_\_  Application Approved

Cash/check # \_\_\_\_\_  Policy signed by Renter  \$\_\_\_\_ Security Deposit Collected

Rental Fee: \_\_\_\_\_  Amount Still Due: \_\_\_\_\_

Key picked up date: \_\_\_\_\_  Key returned date: \_\_\_\_\_

Building Inspected by: \_\_\_\_\_  Deposit Returned Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

# Center Eaton Community Center POLICIES AND PROCEDURES

- The Rental Agreement must be completed in advance and accompany signed policies and procedures form before reservation will be secured.
- Reservation deposit is non-refundable for cancellations.
- NO ALCOHOL is permitted on the premises of Center Eaton Community Center.
- Smoking is not permitted anywhere inside of building.
- Tables and Chairs are to be taken down and placed neatly against walls, floors will be vacuumed/swept and mopped before leaving building.
- Renter is responsible for the removal of their trash to the outside dumpsters.
- Children must be supervised at all times. Please be respectful of the cemetery.
- Applicant is responsible for all damages incurred to the facility during the rental. Contact Community Center immediately if there is damage. Pending no damages to the facility and no violation of the contract, the security deposit will be refunded within 14 days after the rental. If damages exceed the deposit amount, renter will be billed.
- Both thermostats must be reset to 55 degrees when you leave or you **forfeit all of your deposit.**
- Rentals may not exceed occupancy level for facility area that is being contracted.
- Occupancy of the rental area later than stated on the contract will result in additional fee. These fees will be deducted from the deposit or assessed to the renter. All persons must be exited from the building by the contracted time. This includes guests, contracted services and renters. Rentals must be completed by 10 PM.
- All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time. Eaton Township will not be held responsible for any item left at the facility by either the renter or persons/companies providing the service and /or equipment for the rental party. Items for functions cannot be stored overnight.
- By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility.

## **INDEMNIFICATION AGREEMENT:**

\_\_\_\_\_ agrees to defend, indemnify and hold harmless the Eaton Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Eaton Township by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the renter. Eaton Township or by third parties, or by the agents, servants, employees or factors of any of them.

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

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

# Center Eaton Community Center CLEANING CHECK LIST

## **HEAT**

- Both thermostats must be reset to 55 degrees when you leave or you *forfeit all of your deposit*

## **FOYER**

- Vacuum/Sweep floor
- Lock deadbolt

## **Auditorium**

- Vacuum carpet/Sweep floors if needed
- Remove any trash from seating area

## **Meeting Room**

- Vacuum carpet
- Wipe clean table and chairs
- Fold Table and Chairs up and stack against wall

## **Bathroom**

- Flush toilet and ensure that it is in the same condition as found
- Wipe sink and faucet, Clean mirror
- Empty trash can

## **Kitchen**

- Washed, dry and return to cupboards all items used of Center Eaton Community Centers
- Wipe down counters
- Clean out sinks
- Clear out all items from fridge and wipe fridge inside
- Leave Center Eaton Community Center linens hanging over sink to dry
- Empty Trashcans and take to dumpster

## **Parking Lot**

- Pick up any trash and leave in same condition as found

## **Trash**

- Close lid on dumpster
- Return all trashcans to original location

## **Lights and Locks**

- Turn off all lights
- Secure building and return key