

SALEM TOWNSHIP COMMUNITY SENIOR CENTER RENTAL AGREEMENT

7576 State Route 152 South, Richmond, OH 43944

Daily Rental Fees: Resident Fee: \$150 Non-Resident Fee: \$200

1/2 of fee will be refunded if building is left as found

MAXIMUM OCCUPANCY: 72

Rental Date: _____ Fee Paid \$ _____ Check # _____ - Cash - MO

Renter's Name: _____ Event: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Start Time: _____ End Time: _____

Contact Kelly Prokopakis @ H - 740.543.4365 or C - 740.381.1316
If you experience electrical, heating or other problems while renting the center.

RENTER'S RESPONSIBILITIES - Terms and Conditions

RENTAL FEE: The per day rental fee is payable at the time of reservation to Kelly Prokopakis Salem Township Trustee. Check or Money Order made payable to **Salem Township** are acceptable forms of payment. Checks returned for insufficient funds will result in \$30.00 additional fee plus value of the check.

USE: The Center will only be rented to a **responsible adult, age 21 years of age or older**. Renter agrees to be present the entire time the building is rented, enforce all rules and use the center only for lawful and non-disturbing activities. If Salem Township Trustees deem any activity to be disturbing or unlawful, trustees reserve the right to terminate this rental agreement and have renter removed from the premises.

KEY/SECURING THE CENTER: The key for the center will be given to renter by Kelly Prokopakis. Center must be locked by renter upon exit unless other arrangements are made. **Do Not Leave the Building unattended or Unlocked at Any Time.**

CANCELLATION POLICY: a 72 Hour notice is required for cancellations. Rental fee is non-refundable without proper notice.

YOUTH ACTIVITIES: must have **responsible adult, age 21 years of age or older** present during the entire time of the event.

NO ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, SMOKING OR CANDLES ARE PERMITTED IN THE BUILDING OR ON THE PROPERTY AT ANY TIME! Penalty will be automatic termination of rental privileges and possible criminal charges.

RENTER AGREES AS FOLLOWS:

- No decorations are to be hung from the walls, lights or fixtures at any time.
- No tacks, nails or tape are to be used on furniture, walls or other woodwork in the center.
- All tables are to be protected from hot dishes.
- No confetti is to be used in the center.
- Chairs and tables are to remain inside the center at all times.
- Electric roasters are not to be used unless arrangements are made with Kelly Prokopakis prior to renting the center.
- Heat and hot water thermostats are not to be adjusted by the renter. Please contact Kelly Prokopakis if there are problems with the heat, hot water or other mechanical equipment at the center
- All doorways and exits must be unobstructed at all times.
- No pets or other animals are permitted on the premises.

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TOWNSHIP PROPERTY MISSING AFTER EVENT: Kelly Prokopakis will conduct a final inspection of the center upon completion of the rental day/s. It will be the **renter's responsibility to replace or repair any damaged or missing items** (or pay for replacement or repair) immediately upon notification.

CLEAN UP - the center must be left as found

- All garbage must be left bagged, ready to be removed and left in the kitchen.
- All floors must be swept, and all tables and chairs are to be placed in their original location.
- All food must be removed from refrigerator.
- All equipment used must be cleaned.
- All tables used must be cleaned.
- All spills in kitchen, hall and restrooms must be cleaned immediately. Carpet must be spot cleaned immediately.
- Carpet must be swept in hall; leave bathroom and kitchen floors as found - clean.
- All decorations, including signs attached to the outside of the center or the township sign at the intersection of SR 43 & SR 152, must be removed

HOURS OF OPERATION: 8 AM - 1 AM

ACCIDENTS: the renter must notify Kelly Prokopakis within 48 hours of any accidents or injury that took place during the use of the center. Renter agrees to provide such information and complete any documents as may be required by the Salem Township Trustees pertaining to any accident or injury. For safety reasons children under the age of 12 are not permitted in the kitchen.

UNDERSTANDING: The renter understands that the reservation of a rental day/s does not guarantee availability of the center. Occurrences beyond the control of Salem Township Trustees, such as lack of power or other natural causes may make the center unavailable. If the center is unavailable for any reason on the reserved day, Salem Township Trustees will return any fee paid by the renter. This will be the only liability Salem Township Trustees will incur due to the cancellation.

HOLD HARMLESS: Except for return of the rental fee, the renter agrees to be fully responsible (to hold harmless) and pay (indemnify) for any and all damages, claims, demands, judgments, expenses (including and not limited to reasonable attorney's fees), and injuries arising from or in any way related to renter's reservation and/or the use of the center.

This rental agreement is not transferable by renter. If the renter is an organization other than an individual, the undersigned acknowledges that s/he is authorized to sign this rental agreement on behalf of the organization.

I have read the above rental agreement and understand the terms, conditions and my responsibilities while using the Salem Township Community/Senior Center. Failure to comply with any items explained in this facility rental agreement will result in suspension of future use privileges.

Renter's Signature

Renter's Printed Name

Date