

COUNTRY CROSSROADS 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.) (If renter is not out by midnight another day rental fee will be added.)

Estimated Attendance: _____ **Rental Fee: \$100.00 plus \$50.00 security deposit**

Applicant Information **Must be at least 21 years of age.**

Name: _____ **Phone Number:** _____

Address: _____ **City/Zip:** _____

- I have received a copy of the rental policies and procedures and agree to the conditions listed.

Signature of Applicant: _____

Office Use Only:

Wayne Township Signature: _____

- Copy given to renter**
- Security Deposit Collected** **Cash/Check:** _____
- Application Approved** **Balance Due Date:** _____
- Balance Paid** **Cash/Check:** _____
- Security Deposit Returned** **Date:** _____

- Copy of Renters' driver's license**

Comments:

COUNTRY CROSSROADS COMMUNITY CENTER POLICIES AND PROCEDURES

The room 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.

The following must be submitted or confirmed one month prior to the rental:

Rental times, number of guests, balance of rental paid in full

No alcohol of any kind permitted inside the Community Center or on the premises.

No smoking, vaping, or chewing of tobacco products is permitted in the building; outdoor smokers and chewers must dispose of their products properly.

Use of open flame candles is prohibited. Battery operated only.

Decorations CANNOT be pinned, taped or otherwise affixed to the walls, ceiling, windows or tables.

Renter is responsible for removal of their trash to the outside dumpster.

Do not remove anything that belongs to the community center.

You must provide your own tea towels, dishcloths, plastic and or paper supplies.

Please return the table and chairs as you found them.

Carpet should be vacuumed and kitchen and bathroom floors mopped.

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. Neither Wayne Township, nor their employees can 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.

The undersigned hereby assumes personal and individual liability of himself and on behalf of Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned will leave the facility and surrounding grounds in a condition as good as, or better than, originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all

repairs to the facility and/or repair or replacement of any equipment in the event of damage. A copy of Applicant's driver's license will be kept on file.

I/We _____ agree to defend, indemnify and hold harmless the Township of Wayne, its elected or appointed officials, agents, employees, and volunteers from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the Township of Wayne by reason of any damage 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, excepting however, claims arising from the sole and unequivocal negligence of the Township.

Signature of Applicant: _____ Date: _____

Printed Name: _____

Check before you leave please:

- Close all windows
- Clean out refrigerator
- Remove all decorations
- Turn off all lights
- Close and lock all doors
- Drop the key in the mail slot on Township office door.