MAIL CHECKS PAYABLE TO "VILLAGE OF LEWISBURG" VILLAGE OF LEWISBURG P. O. Box 697

Address _____

112 S. COMMERCE STREET LEWISBURG, OHIO 45338

Date of Event: _____

Contacts:

Daytime - 937-962-4377

After hours – 937-657-9585 Tammy

Lewisburg Community Center 261 E. Clay Street Lewisburg, OH 45338 RENTAL AGREEMENT

Contact Person: ______ Phone: _____

Rental Hours: From ______ To _____ (includes set up and clean up)

Rental Purpose:	
\$200.00 (outside of school district) Pa 7 hours or more \$150.00 (TCN school district) Pa \$250.00 (outside of school district) Pa Local non-profits no charge Pa	aid:aid: aid: aid: aid: aid:
CANCELLATION WITHIN TWO WEEKS OF THE EVENT WILL RESULT IN FORFEITURE OF DEPOSIT.	
Rental Regulations:	
❖ ROOM CAPACITY IS 170.	
❖ RENTER MAY BRING PREPARED FOOD. THIS IS A NON-COOKING FACILITY.	
❖ NO SMOKING WILL BE ALLOWED INSIDE OR OUTSIDE THE FACILITY.	
❖ NO ALCOHOLIC BEVERAGES WILL BE ALLOWED INSIDE OR OUTSIDE THE FACILITY.	
❖ DO NOT USE STAPLES OR NAILS WHEN DECORATING.	
RENTER AGREES TO LEAVE FACILITY IN SAME CONDITION IN WHICH IT IS FOUND AND WILL BE RESPONSIBLE FOR ANY DAMAGE TO THE FACILITY, EQUIPMENT AND GROUNDS.	
Liability RENTER AGREES TO IDEMNIFY, DEFEND, AND HOLD HARMLESS THE TCN COMMUNITY ASSOCIATION AND THE VILLAGE OF LEWISBURG, ITS OFFICERS, EMPLOYEES, AND SUBCONTRACTORS FROM ANY LOSS, DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING OUT OF OR OCCURRING IN CONDITION WITH THIS CONTRACT EXCEPT FOR SUCH LOSS, DAMAGE, OR INJURY THAT IS THE RESULT OF THE DIRECT AND SOLE NEGLIGENCE OF THE COMMUNITY CENTER.	
I acknowledge receipt of the community center rules for rental. Any and all deviations and or changes to the community center rules require prior consideration and written approval of the management. The list should not be considered comprehensive. All local, state, and federal laws and regulations will apply. I agree to the terms and conditions as outlined on rental contract and will be responsible for all outstanding charges or damaged to the facility as a result of this event.	
Signed Date	e

COMMUNITY CENTER RENTAL CLEANING RULES

FOLLOWING ARE THE RULES FOR CLEANING UP AFTER YOUR EVENT AT THE LEWISBURG COMMUNITY CENTER.

(YOU WILL FIND ALL CLEANING SUPPLIES AND TRASH CAN LINERS UNDER THE KITCHEN SINK.)

- 1. EMPTY ALL TRASH CANS, INCLUDING BATHROOMS, INTO THE BLUE GARBAGE TOTES NEAR THE SHED OUT BACK.
- 2. CLEAN THE TABLES YOU HAVE USED.
- 3. PUT ALL TABLES AND CHAIRS BACK HOW YOU FOUND THEM.
- 4. SWEEP THE BUILDING AFTER YOUR EVENT, BROOM IS OUTSIDE OF CLOSETS.
- 5. IF KITCHEN WAS USED, PLEASE CLEAN IT.
- 6. BE SURE TO PUT THE ICE SCOOP BACK ON TOP OF THE ICE MACHINE.

PLEASE NOTE THAT FAILURE TO COMPLETE ALL OF THE ABOVE AFTER YOUR EVENT WILL RESULT IN THE LOSS OF YOUR SECURITY DEPOSIT.

THANK YOU FOR YOUR COOPERATION.