JACKSON TOWNSHIP COMMUNITY CENTER RENTAL CONTRACT

JACKSON TOWNSHIP PROPERTY IS ALCOHOL AND DRUG FREE

DEPOSIT AND FEES

CLEANING & DAMAGE DEPOSIT:

- **$100.00.** Refundable (see rules and regulations for more information)

RENTAL FEES: RESIDENT OF JACKSON TOWNSHIP:

- ½ Day Rate: $200 ___AM (9am – 3pm) or ___PM (4pm – 10 pm)
- Full Day Rate: $350 (9am – 10pm)
- Weeknight meeting (no food permitted) $100 (5pm-9pm)
- Weeknight event with food $150 (5pm-9pm)

RENTAL FEES: NON-RESIDENT OF JACKSON TOWNSHIP:

- ½ Day Rate: $250 ___AM *(9am – 3pm)* or ___PM *(4pm – 10 pm)*
- Full Day Rate: $400 *(9am – 10pm)*
- Weeknight meeting (no food permitted) $150 (Mon-Fri 5pm-9pm)
- Weeknight event with food $200 (Mon-Fri 5pm-9pm)

RENTAL TIMES SHOWN ARE INCLUSIVE OF ALL SET-UP AND CLEAN-UP*

THIS IS A LEGALLY BINDING AGREEMENT
PLEASE READ CAREFULLY BEFORE SIGNING CONTRACT

This AGREEMENT is made on this_____day of the month of _____, 20_____, by and between the Jackson Township Board of Trustees (hereinafter referred to as "Trustees" and/or "Township") AND

Name: _____

(hereinafter referred to as" Lessee"). **This must also be the primary contact person during the event**

Address:_____

City:_____State: _____Zip: _____

Phone: _____Email:_____

Mailing Address (if different):_____

Event Date: ___/___/___ Full Day___ ½ Day___ (AM/PM) Cost (including deposit)$ _____

The attached rental contract must be signed and returned to the Township Administrator along with your deposit. Please Note: Your date is not reserved until the completed contract and deposit are received. We accept cash or check. Please make checks payable to: "Jackson Township Trustees".

Read and complete the enclosed contract and policies carefully, initial each page in the indicated area at the bottom page and sign the final page to indicate that you understand and agree to the terms of the contract.

INITIALS: _____

Twp Use: Name:_____ **Date:** ___/___/___ **Total $**_____ **Dep Pd:** ___/___/___ **Rent Pd** ___/___/___ **Refund:** ___/___/___ **Code:**_____

RULES AND REGULATIONS

- **Lessee assumes responsibility for the actions of all parties in attendance of your event.**
- **Smoking is prohibited within any portion of the Community Center building.** Please ensure your guests utilize the exterior cigarette receptacles to extinguish all smoking materials. Do not throw tobacco products of any kind on the ground.
- **No Alcohol or Drugs of any kind is permitted anywhere on township property.** This includes the consumption or use of alcohol or drugs in personal vehicles parked on township property.
- **No township property may be taken outside** for any reason: including tables, chairs, or storage racks. All *personal property,* equipment, tables, chairs, etc. must be removed from the property at the end of the rental period.
- **DO NOT MOVE the large conference table.** Movement of this table can result in damage to the table and/or the floors and **will** result in forfeiture of your entire security deposit.
- **DO NOT MOVE the chair rack or table cart.** The chair rack may be pulled away from the wall in order to remove the chairs from the back side, but PLEASE use caution if doing so.
- **No cooking of food** is permitted in the Community Center due to fire codes. The microwave may be used to reheat food. Crock Pots and catering style warmers are permitted provided appropriately rated extension cords are utilized.
- Cord covers or rugs should be used to secure cords and prevent a trip or fire hazard. **DO NOT USE TAPE** to secure cords to the floor. There are extra rugs in the broom closet in the kitchen.
- All deliveries or pick-up of any items needed for your event must be limited to the date/times of your rental. We cannot accommodate deliveries outside of the reserved times.
- No vehicles permitted off the paved surface. Parking permitted in designated parking spaces only. **Please do not block the recycling dumpsters or the paved area adjacent to the fire station.**

DECORATING

- **No staples, nails, tacks or tape** are permitted on any surface within the Community Center. Please use the ceiling hooks provided or non-marking poster putty to secure decorations, etc. Please do not tape anything to tables.
- **No fog, smoke or bubble machines** allowed inside the Community Center.
- **No loose glitter or confetti** inside or outside the Community Center.
- If damage occurs to the paint or walls of the Community Center, the Lessee will be charged a minimum of $100.00 per wall for the township for repairs.

CLEAN UP *(additional information is on the refrigerator)*

- Please return the folding tables and chairs to the racks (please note 2 folding tables will be placed by the large table, and the remaining folding chairs will be stacked between the chair rack and the filing cabinet)
- Photos showing proper placement of all items are hanging on the side of the refrigerator in the kitchen for your reference.
- All trash is to be placed in plastic bags (provided) and taken to the outside trash receptacle behind the building or the brown dumpster between the maintenance building and the fire station. ***(DO NOT PLACE REGULAR TRASH IN THE GREEN RECYCLING DUMPSTERS)***
- If using the waste-wheeler behind the community center, please ensure it is strapped down securely when finished. Should you encounter an issue with the straps, please contact the Township Administrator promptly.
- **Wipe down the kitchen counters, floors and appliances as needed.** Please remove all perishable items from the refrigerator.
- **PLEASE bag all food that you are discarding.** Discarding food directly into a trash receptacle will result in a cleaning fee.
- **Do not pour grease into the sink**, pour into a plastic bag and place it into the outside receptacles.
- **All floors are to be broom swept and mopped.** All debris from floors should be placed in a proper trash receptacle (please do not sweep debris onto the sidewalks)

*****Failure to follow these rules can result in forfeiture of your deposit and denial of future rental. All fees for repairs and cleaning will be determined by the Township Administrator.***

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INITIALS: _____

Cancellation Policy: 30 Days before the reserved date: Full Refund less $25.00 administration charge. 29 to 14 days before reserved date: $75.00 charge.13 to 0 days before the event: Forfeit of all charges, rental fees can be applied to a future rental if used within 6 months of original rental date. All cancellations must be submitted in writing (or email) in order to receive a refund.

All refunds (including cleaning deposits) will be paid by check and will be mailed to the address provided on this rental agreement within 30 days after the date of rental.

Subleasing Is Strictly Prohibited: Lessee agrees that they are the only entity renting the facility. If subleasing occurs all deposits shall be forfeited. Additional claims for damages may also be incurred by Lessee. All parties involved will be prohibited from renting the facility in the future.

All rental fees must be paid in full prior to the date of your event. Non-payment of rental fees will result in cancellation of your reservation and forfeiture of your deposit.

Written request required in advance for any event that includes admission charges, or the sale of goods or services. This request may take up to 30 days for approval.

THIS IS A LEGALLY BINDING AGREEMENT PLEASE READ CAREFULLY BEFORE SIGNING CONTRACT

RELEASE, WAIVER AND INDMENIFICATION

It is agreed that the individual who signs this Contract and the entity or group who he/she represents shall be jointly and severally liable for any and all damage and/or claims resulting from the use of the Township building including, but not limited to damage to the building or the grounds, claims arising out of injury or alleged injury to any person including township employees or officials. In the event it is necessary to employ legal counsel for any reason as a result of this Agreement, the individual signing and/or the entity he/she represents shall be jointly and severally liable for reasonable attorney fees and all other reasonable costs incurred.

Lessee acknowledges receipt of the Facility Use Regulations currently in effect, and Lessee hereby agrees to each, and every regulation contained therein. Lessee agrees to comply with all Federal, State and local laws, rules and regulations. Additionally, Lessee agrees that no alcohol or drugs will be permitted to be brought onto Township property before, during or after this rental. Lessee also understands that all deposits will be forfeited if the lessee allows alcohol on the Township property before, during or after this rental.

The individual person signing this Contract and/or the entity he/she represents agrees to indemnify and HOLD HARMLESS the Jackson Township Board of Trustees and its agents and employees from any and all liability, claims, demands, damages, actions, causes of action, reasonable attorney fees and any and all other costs, for or arising out of the use of the building or grounds including, but not limited to injury or alleged injury to any and all persons from whatever cause, including but not limited to the negligence of the individual signing this Contract, member of the entity or group attending the activity, guest or invited persons, the Jackson Township Board of Trustees or either party's agents, employees or assigns.

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Signed: _____ **Date:** _____
(Lessee)

Signed: _____ **Date:** _____
(Township Representative)