

Leroy Township Community Hall Rental Agreement

CONTACT PERSON		
Name:		
Address:		
Are you a Leroy Township Resident? YES / NO		
Are you a Leroy Township Property Owner: YES / NO		
Phone Number:	Driver's License Number:	
RENTAL INFORMATION		
Type of Event:		
Organization Involved (if applicable):		
Date of Rental:		
Beginning Time:	Ending Time:	
Rental Fee:	Security Deposit:	Early Entry Fee:
<p>Checks should be made payable to Leroy Township. Rentals are on a first come, first serve basis so payments and security deposits are required to reserve the date. Doors will be unlocked by Township Hall Caretaker. There will be an additional rental fee for early entry prior to event. The Township Hall Caretaker will inspect the building after each rental to verify that the building was left in good condition. After approval, the office will be notified and the security deposit will be returned to Renter.</p>		

ENTER'S AGREEMENT:

1. The Community Hall is not rented to minors. The person signing below **MUST** be present during the requested rental hours. **Under no circumstances can the hall be left unattended.**
2. **No alcoholic beverages** are to be brought or consumed on the premises.
3. **No smoking** allowed in Township buildings or on the premises.
4. **No beverages containing red dye** are to be used in the building.
5. Renters are to only use Community Hall main room, kitchen facilities and restrooms. The stove is to be used for warming food **ONLY**. **Do not cook meals in kitchen.** No pig roasts are allowed.
6. Renter agrees to accept the premises in its present condition and return it in the same condition. Absolutely no Township property is to be removed.
7. Renter agrees to reimburse Leroy Township for any damages made to premises or property.
8. Renter agrees to clean the premises after their rental by wiping off countertops, tables, & chairs, vacuum floors, take out all trash and place in receptacle behind building, and return all township property to its designated storage spaces.
9. Outside doors are not to be left open.
10. Renter agrees to **not attach posters or signs to the premises.** No decorations are permitted on or hanging from the ceiling or attached to the walls. **FREESTANDING & TABLE DECORATIONS ONLY!**
11. Renter agrees to vacate property at scheduled time. Caretaker will meet renter at scheduled time to lock up the building. **ALL RENTALS MUST END BY 11:00 P.M.**
12. Contact the office during working hours or contact the Caretaker if cancellation is necessary. A refund will be granted if cancellation is made with a minimum of 24 hour notice.
13. Renter agrees to indemnify Leroy Township, its members and agents against all liability to persons or property on the premises.
14. Leroy Township is not responsible for loss or damage to personal property.
15. Failure to comply with the above conditions will result in forfeiture of future use and/or loss of security deposit.

Signature of Renter

Date