

Village of Chesterhill

7474 College St, Chesterhill, OH 43728
(740) 554-6994
chesterhillohio@embarqmail.com

Date of Event: _____

Lessee Name: _____

Chesterhill Community Center Lease Agreement

Please read this entire document before signing.

This agreement between the Village of Chesterhill, herein referred to as the Lessor, and

_____, herein referred to as the Lessee, shall be considered a legally binding contract according to the terms and provisions outlined herein. Said parties hereby agree to the following rates and terms to be satisfied by the Lessee for the use of the Chesterhill Community Center as herein set forth and specified below.

RENTAL RATES, DEPOSITS & FEES:

Rental rates, deposits, and fees for use of the Community Center have been established by the Chesterhill Village Council. Rental rates are based on an hourly (2 hour minimum) or per day basis with the day ending at 12:00 midnight, this includes clean up time. All fees are subject to change without notice. If the cleaning is not done and the doors locked by midnight. A minimum fee of half of your deposit will be deducted from your initial deposit. Any additional amount owed shall be due immediately.

Reduced Rates:

Some nonprofit community organizations may be approved for a reduced rate and/or no charge rental fee. Nonprofit organizations that use the Community Center may be advised that we would appreciate any monetary donations to cover the heavy cost of utility bills. A deposit will still be required and shall be returned once inspected and approved. If left uncleaned or damaged, the organization may be requested to pay a cleaning/damage fee

AUTOMATIC FORFEITURE OF DEPOSIT:

- Building is left unsecured, to include but not limited to any unlocked doors and/or windows.
- Disturbances of the peace, to include but not limited to playing loud music, honking horns or the summoning of law enforcement by the surrounding community due to excessive noise caused by the rental party/group.
- Damage to the facility, grounds, equipment, furnishings, or decorations, to include damages caused by the attachment of banners, posters, streamers, signs, etc.
- Excess trash left in the building or on the property, as well as failure to clean up the facility by the designated time.
- Cancellations within 30 days of the event, to include rentals made less than 30 days prior to the event.
- Any water left running in or around the facility.

CLEANING REQUIREMENTS:

Cleaning supplies, garbage bags or paper goods will not be provided. Renters will have access to a mop and broom ONLY

Tables, chairs, and walls:

- All tables, chairs and walls must be wiped down
- All tables and chairs must be returned to their proper place and/or stacked neatly

Floors:

- ALL floors within the building must be swept and mopped (with clean water ONLY – no cleaners)

Bathrooms:

- All toilets must be flushed, free of debris, clean and no water running
- All sinks and counter space must be clean, and all water faucets must be in the “off” position
- All trash must be bagged and placed in the trash container located outside, behind the Community Center

Kitchen:

- All counters, cabinets, sinks and floors must be clean
- Refrigerator must be emptied, doors wiped down and closed completely
- Interior kitchen door shall be left open
- Pass-through counter area must be cleaned, and door left up
- All trash must be bagged and placed in trash container outside, behind the Community Center

Gymnasium:

- Flooring and bleachers free from all trash

Outside Areas

- Sidewalks, lawn and parking areas must be clean and free of trash
- All outside doors and windows must be cleaned and locked
- All lights must be turned off position upon leaving the building

ALCOHOLIC BEVERAGES:

The possession, consumption and sale of alcoholic beverages is strictly prohibited in the Chesterhill Community Center and on the property owned by the Village of Chesterhill

ADDITIONAL RULES, REGULATIONS & REQUIREMENTS:

- There shall be absolutely NO SMOKING or VAPING inside the Community Center
- There shall be no illegal activities and/or sales of illegal substances in the Community Center or on the Chesterhill Village property
- Renter must be 21 years of age or older with a valid State issued driver’s license or identification card.
- Adult supervision is required at all times.
- All personal belongings must be removed directly following the event. Anything left behind is considered property of the Village of Chesterhill and may be disposed of accordingly.
- Nothing may be placed on the tables, floors, ceiling fans, ceilings, or walls that will cause any type of damage (ie tape, tacks, nails, string, wire, duct tape, glitter, decorations, etc)
- No sitting or standing on tables, chairs, counters or other flat surfaces within the facility that are not made for that specific purpose
- Any disputes under the laws of the State of Ohio which require court action, shall be tried in the Morgan County Court, Morgan County, Ohio

RELEASE OF LIABILITY FOR THE USE OF THE FACILITY (DISCLAIMER):

The Lessee will hold harmless and indemnify the Village of Chesterhill against all legal action resulting from the actions of the Lessor during the term of this contract

The Lessee shall assume full responsibility for any and all damage and destruction to the property of the Chesterhill Community Center during the period of the contract, which is the result of actions or neglect of the Lessee, or employees or persons under the control of the Lessee. It is recommended that an inspection is done prior to and after by a representative of both the Lessee and the Lessor.

Lessee, being of lawful age (21), in consideration of being permitted to use the facility or upon premises of the Lessor, does for himself/herself, their heirs, executors, administrators, and assigns, hereby release and forever discharge Lessor, their heirs, administrators and executors of and from any and every claim, demand, action or right of action, of whatsoever kind of nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death and/or property damage resulting or to result from any accident which may occur as a result of being upon the premises of Lessor for use of the facility or any activities in connection therewith, whether by negligence or not.

Lessee shall be respectful of the facility and surrounding property, buildings and other items of said property and shall not damage the same.

The Village of Chesterhill is not responsible for lost or stolen property and does not assume any responsibility for injuries arising out of any events not sponsored by the Lessor.

The Village of Chesterhill is not responsible for lost or stolen articles. Be sure to remove all personal items brought to the Community Center as access to the Community Center is limited to the date of your event only.

The Village of Chesterhill does not have on call staff available for repairs or system malfunction after 5:00 pm on weekdays or on weekends.

Please contact the village office the following business day after your event for any issues. We apologize for any inconvenience.

I have read and understand the above rental information and lease agreement, including the Additional Rules & Regulations, Alcohol and the Release of Liability for the Chesterhill Community Center. Additionally, **I understand that failure to comply may result in partial or full forfeiture of my deposit and/or loss of future rental privileges, plus any additional cost that will be billed to the renter. and/or loss of future rental privileges.**

<p><u>Deposit is due at the time of reservation.</u> Reservations are not considered complete until the Agreement and full Deposit have been submitted to the Village. Reservations for the Community Center may be obtained one year in advance on a first paid, first served basis.</p> <p>Renter may incur additional fees, dependent on the condition in which the Community Center is left after the rental. If the Community Center is not properly cleaned or is damaged by costs which exceed the deposit, the person(s) or organization renting the facility will be responsible for those additional costs.</p>	<p><u>Rental Rates:</u></p> <p>Hourly - \$20 (2 hour minimum) with \$20 deposit</p> <p>All day - \$100 with \$50 deposit</p> <p>Use of kitchen additional \$75 with \$50 deposit</p> <p>Outdoor Shelter with Indoor Restroom Access - \$25 per day</p> <p>All rental fees cover only the date that the Community Center is reserved and must be paid at least two (2) weeks prior to the rental date. You may not access the Community Center prior to the rental date unless an additional fee of \$20.00 per hour is paid in advance. Renter is responsible for contacting the Village at least two (2) days prior to the rental date to obtain instructions on how to gain entry to the Community Center</p>
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Date Requested: _____

Time Requested: _____

Please indicate the space you will be renting:

Gymnasium: _____ Kitchen/Food Prep area: _____ Outdoor Shelter w/Restroom Access: _____

Lessee Name (please print): _____

Lessee Address: _____

Lessee Phone: _____ Lessee Email: _____

Lessee DL / ID # : _____ State Issued: _____ Expire: _____

Lessee Signature: _____ Date: _____

Title: _____

Lessor Signature: _____ Date: _____

Title: _____

OFFICE USE ONLY:

Date Deposit Paid: _____ Amount:\$ _____ Received By: _____

Date Paid in Full: _____ Amount:\$ _____ Received By: _____

Date Refund Issued: _____ Amount:\$ _____ Issued By: _____