

MAIL CHECKS PAYABLE TO "VILLAGE OF LEWISBURG" TO:
VILLAGE OF LEWISBURG
112 S. COMMERCE STREET
LEWISBURG, OHIO 45338

Contacts:
Daytime – Kim Cahill 962-4377
Evening – Marsha Jones 962-2136

Community Center
261 E. Clay Street
Lewisburg, OH 45338

RENTAL AGREEMENT

Date of Event: _____

Contact Person: _____ Phone: _____
Address _____

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

Rental Purpose: _____

Rental Fee: 8 Hours Or More \$100	Paid: _____
(Wedding Reception) \$125.00	Paid: _____
(Funerals, Reunions, Birthday, Anniversary) \$50.00	Paid: _____
(Local non-profit \$0.00) (Fundraisers \$50.00)	Paid: _____

Deposit: \$ 50.00 Paid: _____

**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 _____

COMMUNITY CENTER
RENTAL CLEANING RULES

FOLLOWING ARE 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. PLEASE EMPTY ALL TRASH CANS, INCLUDING BATHROOMS, INTO THE BLUE TOTERS OUT BACK.
2. PLEASE CLEAN THE TABLES YOU USED.
3. PLEASE PUT ALL TABLES AND CHAIRS BACK THE WAY YOU FOUND THEM.
4. PLEASE SWEEP THE BUILDING AFTER YOUR EVENT. THE BROOM IS IN THE CLOSET.
5. IF YOU USED THE KITCHEN, PLEASE CLEAN IT.
6. PLEASE BE SURE TO PUT THE ICE SCOOP BACK ON TOP OF THE ICE MACHINE. IF LEFT IN THE MACHINE, IT WILL GET BURIED.

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