

AKRON COMMUNITY CENTER
815 EAST RURAL STREET
P.O. Box 31
CORNER STATE ROAD 14 & EAST RURAL STREET
AKRON, INDIANA 46910
PHONE: 574-598-2112

OPERATING POLICIES & REGULATIONS

RESERVATIONS for use of the ACC (Akron Community Center) may be made up to one year in advance.

SECURITY DEPOSIT: A security deposit is due at time of reservation and is required to secure a date. This is a separate payment from the rental fee.

RENTAL FEE: Full payment is due at least two weeks prior to the rental date. The event may be canceled if payment is not received by this time.

CANCELLATION FEE: NONE if cancelled 60 days or more before the rental date. 50% of security deposit will be forfeited if notice is given 30 to 59 days before rental date. 100% of security deposit will be forfeited if notice is given less than 30 days prior to the rental date.

GENERAL PROVISIONS:

- a) This is a non-smoking facility.
- b) Participants are restricted to the room (s) reserved for their function, with the exception of the lobby (vestibule/entryway) and the restrooms. Please be respectful of other groups who may be using other rooms in the ACC.
- c) Decorations or other items may not be suspended from the ceiling, doors or walls, nor can thumbtacks, nails, tape, glue or wire, etc. be used to attach anything to permanent components of the building. Renters are permitted to use free-standing or table decorations.
- d) Unruly behavior is not permitted in or on the ACC grounds. It is the responsibility of the Renter to insure compliance from all participants.
- e) If the requested rental causes concern due to purpose, type of function, attendance, age, credit, or previous rental history of the renter, the ACC can deny access and rental without stating a reason.
- f) Unless otherwise agreed upon, the rental period will end at MIDNIGHT THE DAY OF the reservation. It is expected that the facility will be vacated and locked prior to or by that time.
- g) An additional fee of \$25 per hour will be charged if our manager/custodian is required/requested to be in attendance during this event or if custodial services are requested.
- h) Age 17 and under youth groups must be properly chaperoned.
- i) Renter must be at least twenty-one years old.
- j) No open flames – candle wax is considered damage.
- k) For outdoor cooking, please ask manager.

- l) No outdoor tents.
- m) No parking on the sidewalk or under entrances with any kind of motorized vehicle to load and unload for the purpose of being closer to the entrance door. All vehicles must remain in the parking lot area.

DAMAGES: The Renter is the person signing the Rental Agreement and shall bear full financial responsibility for any damage to the facility. If damages occur during the rental, the cost of cleaning or repair will be deducted from the security deposit. If damages exceed the amount of the deposit, the person signing the Rental Agreement will be personally responsible for this expense. Balance of security deposit will be refunded after all conditions of the Rental Agreement have been met.

SET-UP, TAKE DOWN & CLEAN-UP: Cleaning, garbage removal and trash pick up are the responsibility of the renter. Failure to do so will result in a service fee being deducted from the security deposit.

- a) Tables and chairs are provided by the ACC at no additional charge. Renter will leave tables and chairs set up and “as found” when finished.
- b) Set-up, take down and clean-up must be done during the time of the rental and are the responsibility of the Renter.
- c) Garbage and trash must be removed from the building and taken to the outside dumpster south of the building.
- d) Tables are to be wiped clean after use.
- e) All decorations and tape must be removed after use.
- f) Windows closed, doors locked, lights off when leaving.
- g) If you bring it in, you take it out.

KITCHEN: If the Renter used the kitchen during the rental period, the Renter shall:

- a) Clean, dry and put away all utensils and kitchenware used.
- b) Remove any leftover items from refrigerator, freezer, cabinets, etc. (Take home any personal items you brought in).
- c) Clean the counters, appliances, sink, floor, etc.
- d) Take out all trash and place in dumpster south of the building.
- e) Please leave it cleaner than you found it.

ALCOHOL: The ACC does not sell or serve beverage alcohol. Renter agrees that any alcohol served or consumed will be in compliance with all state, county or local regulations. The ABC statutes in the prohibited activities section say that the owner of a public venue cannot allow someone to come in to the public venue to consume, display, sell or give away an alcoholic beverage. Therefore, even if a renter wants to merely provide free alcoholic beverages to people attending the event, it will be necessary for the ACC to require the renter to bring in a permitted provider or obtain a temporary permit.

Compliance with these terms is the responsibility of the person signing this Rental Agreement.

AGREEMENT OF THE PARTIES: Terms of these Operating Policies and Regulations are agreed to by Renter and become a part of the Rental Agreement.

UPDATED 12/23/2015

Akron Community Center Rental Agreement
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RENTAL AGREEMENT

This agreement is entered into this date, _____, by and between the Akron Community Center, hereinafter referred to as ACC and _____, herein referred to as RENTER.

RENTER INFORMATION

Name: _____

Address: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

Organization (if applicable): _____

Type of Event: _____ Date of Event: _____

Starting Time: _____ Ending Time: _____

(Including time for set up and clean up)

Estimated size of group: _____ Number of Chaperones (if applicable): _____

RENTAL FEES	Rental Rate	Security Deposit
Banquet Hall	\$ _____	\$ _____
Conference Room	\$ _____	\$ _____
Meeting Room A	\$ _____	\$ _____
Meeting Room B	\$ _____	\$ _____
A & B Combined	\$ _____	\$ _____
Kitchen	\$ _____	\$ _____
Dance Floor	\$ _____	\$ _____
Full Building	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<i>TOTAL CHARGES</i>	\$ _____	\$ _____

Make checks or money orders payable to **Akron Community Center**.

AGREEMENT: I have read and understand the Operating Policies and Regulations governing the use of the Akron Community Center and will take full responsibility for my group's compliance with the regulations. I understand that failure to abide by these policies may result in immediate termination of facility use privileges. I further understand that any damage done by the group will result in loss of security deposit and additional fees will be charged if necessary. We also agree to hold harmless the Akron Community Center, Town of Akron, Akron Lions Club and their employees for any injuries or damages resulting from our use of the facility.

Signature of Renter: _____ **Date:** _____

Acceptance by ACC

Amount of Security Deposit Received \$ _____ **Date:** _____

Check #: _____

Name of ACC Representative: _____ **Phone:** _____

Signature: _____ **Cell:** _____