

## **SENIOR/COMMUNITY CENTER RESIDENT RENT CONTRACT**

**The Center may be rented for the following events: Receptions, Reunions, Anniversaries, Birthday Parties, Parties, Showers, Fund Raisers, Flea Markets, Bazaars, Township Non-Profit Organizations.**

**Capacity of hall with tables and chairs: 80 upstairs  
Location: 13590 NE Greene St Palmyra, IN 47164  
Phone: (812) 364-6106**

**The cost for rental of the hall is: \$25 per hour (3 hour minimum), plus sales tax of 7%, and a cleaning deposit of \$100.00.**

### **RULES AND REGULATIONS FOR RENTAL AND USE OF COMMUNITY/SENIOR CENTER**

- 1. Deposit and full rental payment is required to reserve rental date and will not be considered reserved until the paid. Full rental fee payment is due one (1) month prior to the event.**
- 2. Rent includes the use of the upstairs only.**
- 3. The deposit is to cover any damage done to the Center and cleaning, if not left clean. Chairs are to be placed at tables or rack.**
- 4. Any person renting the Center must agree to pay for the restoration to the original condition of Center and equipment. If any maintenance is required to bring the area back to its original condition, a rate of \$20.00 per hour (minimum of 3 hours), will be deducted from the deposit, and any materials used will be billed additionally. This also includes leaving a sink or toilet/urinal running after you have left. In the event we find water running when we check the Center to lock it up, the cost of usage will be deducted from your \$100.00 deposit.**
- 5. The Center Director and the Town Council shall determine the extent of damage. Any damage exceeding the deposit shall be paid by the person renting the Center whose signature is on this contract.**
- 6. If the Center is left in the condition as when rented, the complete deposit shall be refunded.**
- 7. No decorations that are the property of the Senior Center are to be removed, except your own.**
- 8. The consumption or possession of controlled substances, illegal drugs, drug paraphernalia or alcohol is strictly prohibited.**
- 9. The Center must be left clean after activities. The interior and exterior of the stove must be cleaned after use. When using the stove, the fan must be turned on. When stove is turned off, the fan must remain on for 15 minutes. Trash is to be removed and placed**

**in trash container outside the kitchen door. All floors shall be swept and mopped. All tables, chairs and counter tops shall be clean with no debris left on them. Bathroom floors, sinks and toilets shall be clean. Please do not leave the Center unattended. Please be sure that ALL lights are out upon leaving.**

**10. The Town Council or Director reserves the right to refuse rental or cancel any group when it interferes with Township business.**

**11. Pets or animals of any kind are not permitted on the premises, unless they are "Service" animals.**

**12. No smoking in the building or within 8 feet of any of the entrances. Any and all cigarette butts shall be disposed of properly.**

**13. Any other requests for use of this facility is subject to approval by the Director of the Center or Town Council.**

**14. Any deposit refund due to the renter will be mailed after the inspection of the premises by a representative of the Town.**

**TOWN OF PALMYRA SENIOR/COMMUNITY CENTER**

**USE PERMIT APPLICATION & CONTRACT**

Renter agrees that for and in consideration of being permitted to utilize The Palmyra Senior/Community Center that renter, for him/herself, heirs, personal representatives, assigns, guests and all other persons utilizing said facility during the rental period, does hereby release and hold harmless the Town of Palmyra, its Council, employees, agents and volunteers from any and all liability, claims, causes of action, losses, damages, costs and expenses of whatsoever kind or nature that arise out of, or in connection with, the rental or use of this facility.

Date Requested \_\_\_\_\_

Reservation Start Time \_\_\_\_\_

Reservation End Time \_\_\_\_\_

(Please be specific as possible so that other events may be scheduled. Be sure to include time for setup and clean up)

Name of Contact Person \_\_\_\_\_

Is the event open to the public? \_\_\_\_ Yes \_\_\_\_ No

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Description of Activity \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Rent \_\_\_\_\_ (includes 7% sales tax)

Deposit \_\_\_\_\_

User agrees to abide by the Palmyra Senior/Community Center Rules and Regulations, a copy of which has been provided to me.

Applicant name (print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature/Town representative \_\_\_\_\_ Date \_\_\_\_\_

*Senior/Community Center Rental Contract*

*Please call Jenny Kirkham at 812-972-9518 when ready to leave so she can lock up. If unable to contact her please call Randy Trett at 812-267-2060 and he will lock up.  
Thanks!*



**Opening Building:** A designated representative for the town will unlock the center at least one hour before the scheduled event.

**Closing Building:** One hour after the scheduled event is allowed for clean-up. A designated representative will come to lock up the Center. Please contact Jenny Kirkham at 812-972-9518 when finished. If she is unavailable, please contact Randy Trett at 812-267-2060.

### **Things To Do**

**Please, sweep and mop all floors of the upstairs meeting spaces that you use**

#### **Kitchen:**

1. Clean outside of range hood.
2. Sweep and mop kitchen floor, including under the movable appliances.
3. Clean sink and counter tops.
4. Take all trash to outside garbage can.
5. Be sure that water is not running.

#### **Refrigerator:**

1. Wash inside of refrigerator with warm water, if soiled.
2. Take out vegetable drawers and wash in warm water, dry and replace, if soiled.
3. Wash and dry outside of refrigerator.
4. Move refrigerator out from wall and clean underneath if spill occurs. DO NOT TURN OFF!

#### **Stove:**

1. Remove soiled racks and/or broiler pan, soak in hot water to clean, dry well.
2. Clean inside of oven, top of stove, pan drawer, exhaust fan, hood.
3. Remove lower drawer and clean under stove.
4. Wash and dry outside of stove.
5. Clean stove top with ceramic stove top cleaner only.

#### **Cabinets and Drawers:**

1. Wash cupboards inside and out if spills occur.
2. Wipe out drawers with damp rag if spills occur.

#### **Bathroom(s):**

1. Clean sinks, doors and fixtures.
2. Clean inside and outside of toilet.
3. Clean the mirror.
4. Sweep and mop floor.
5. Take all trash to outside garbage can.

6. Be sure that toilet/urinal/sink is not running.
7. Turn out lights.

**Exterior:**

1. Pick up all trash including cigarette butts in parking lot from guests, if any.
2. Make sure garbage can lid is closed.