

WAYNE TOWNSHIP BOARD OF TRUSTEES COMMUNITY CENTER RENTAL AGREEMENT

You must read this document carefully before signing it. You should speak with an attorney if you do not fully understand this document.

This a Rental Agreement between the Board of Trustees of Wayne Township, Clermont County, Ohio (herein after the "Township") and (Renter Name) _____ (hereinafter the "Renter"). The Township does hereby rent the Township Community Center (hereinafter the "Community Center") located at 6306 State Route 133 Goshen, Ohio 45122, to the Renter who resides at

Phone #_____.

Renter hereby agrees to the following conditions and terms of this Rental Agreement:

1. Activity: The Renter is authorized to use the Community Center for the following purposes:

("Activity").
2. Rental Term: The term of the rental shall be from _____ am/pm on the ____ day of _____, 20____ until _____ am/pm on the ____ day of _____, 20____.
3. Rental Charge: The Renter shall pay the sum of \$_____ for use of the Community Center.
4. Security Deposit: The Renter shall pay to the Township the sum of \$ **150.00** as and for a Security Deposit.
5. The Renter shall have in effect and maintain throughout the entire Rental Term liability insurance policy in the amount of \$_____, with the Township as a named insured on the said policy.
6. *Renter may have Two Hours FREE for a full day rental or One Hour FREE for a half-day event, before the start of the Activity time for decorating, food arrival, or other Activity preparations. If you have an afternoon or evening event time and wish to have the building open earlier in the morning for decorating, you must pay the FULL DAY rate.*
7. All deliveries and pickups must be arranged for the date of the Activity only.
8. No vehicles used in relationship to the Activity are permitted to be in front of the Fire House Doors, at any time.
9. Activity related parking is permitted only within the Community Center parking lot.
10. During the Activity the Community Center and grounds shall be maintained in good repair, will not suffer any damage.
11. The Activity will be properly supervised with adult supervision.
12. The Activity and Clean Up must end by 11:00 p.m.

13. The Rental Charge shall be forfeited if the Rental Agreement is cancelled less than fourteen (14) days before the beginning of the Rental Term. All cancellations are to be made 1) by telephone call to 513-616-6780, Monday through Friday, 10 am- 4 pm; 2) by letter; or 3) in-person by the Renter.
14. The Security Deposit shall be refunded to the Renter after the Rental Term ends and the Township determines that:
 - a. Renter complied with all terms and conditions of this Rental Agreement and,
 - b. Renter complied with all of the WAYNE TOWNSHIP COMMUNITY CENTER RULES.Or
 - c. The Renter cancels the Activity before the Renter or the Renter's representatives have taken any action in or to the Community Center.
15. The Security Deposit shall be used to pay for cleaning of the Community Center and to pay for any damages to the Community Center or the Township premises by the Renter or any person(s) affiliated with the Renter.
16. PROHIBITIONS
 - a. NO ALCOHOL OF ANY KIND IS PERMITTED IN THE COMMUNITY CENTER OR ON THE TOWNSHIP PROPERTY. Any violation of this rule shall result in the **immediate termination** of the Rental Agreement and permission to use the Community Center, the immediately termination of the Activity, the Security Deposit forfeited, and the Renter shall not be permitted to rent the Community Center again.
 - b. No fog, smoke or bubble machines are allowed inside the Community Center.
 - c. The use of cigarettes, tobacco products, vaping material, or illegal drugs is prohibited in the Community Center.
 - d. No cooking of food or other substance is permitted in the Community Center.
 - e. No staples, nails, tacks or tape permitted to be used inside or outside of the Community Center.
 - f. No Township property, including but not limited to tables, chairs, or storage racks may be taken outside the Community Center for any reason.
17. CLEAN UP
 - a. The Township furniture and furnishings must be returned to its prior to the Activity. A chart is on the bulletin board in the kitchen area to help guide you.
 - b. All trash must be swept from the floor and all garbage is to be placed in plastic bags (provided) and taken to the outside trash receptacles.
 - c. Dispose of all food and other perishables from the sink, refrigerator, and counters and wipe all surfaced down. DO NOT dump food and other perishables straight into the outside trash receptacles. Place in the provided plastic bags before throwing away.
 - d. Kitchen and main floor must be broom swept clean. Spills are to be spot mopped. Do not pour grease into the sink, pour into a plastic bag and place in the outside trash receptacles.

- e. All non-Township equipment, tables, chairs, etc. must be removed from Township property at the conclusion of the Activity.
 - f. If the cost of cleaning or repairing any damages exceeds the amount of the Security Deposit, the Renter shall be personally liable for that excess cost. The Township shall send to the Renter an invoice for the excess cost for said cleaning and damages and the Renter shall pay that excess cost within 10 days of the date of the said Township invoice.
18. Renter and all persons using the Community Center during the Rental Term shall comply Federal, State and local laws, rules and regulations.
 19. If it is necessary for the Township to secure the services of an attorney to collect the said excess cost, Renter agrees to pay the reasonable attorney fees incurred by the Township for those attorney services.
 20. The misuse of the facility or failure to conform to these regulations will be sufficient reason for denying future rental.
 21. The Renter agrees that Renter does hereby indemnify and HOLD HARMLESS the Township and its agents and employees from any and all liability, claims, demands, damages, actions, causes of action, reasonable attorney fees and any and all other costs, for or arising out of the use of the Community Center or Township premises including, but not limited to, injury or alleged injury to any and all persons from whatever cause, including but not limited to, the negligence of the Renter, any member of the entity or group attending the activity, any guest or invited persons, the Township, or either party's agents, employees or assigns.
 22. The Renters use of the Community Center shall not constitute a tenancy of any kind; this Rental Agreement is not a lease. This permission is personal to the Renter and may not be assigned by Renter in whole or in part.

Renter	Date
Township Representative	Date

Please send the following to the Board of Trustees of Wayne Township, 6320 State Route 133, Goshen, Ohio 45122:

1. Signed Rental Agreement
2. Proof of Insurance
3. Rental payment and Security Deposit
4. Make checks payable to: Board of Trustees of Wayne Township