

VILLAGE OF WINDHAM COMMUNITY CENTER RENTAL AGREEMENT

9803 N. Main St
WINDHAM, OHIO 44288
330-326-2622

Today's Date: _____ Rental Date(s) Requested: _____

Name or Organization renting: _____

Person responsible for any damage to building, property, etc.:

Name: _____ Phone: () _____

Address: _____ City/St/Zip: _____

Start Time: _____ AM/PM End Time: _____ Total Hours: _____ Total Fee: _____

Security Deposit: \$200 (Due upon reservation) –A refund will be issued upon satisfactory completion of clean up. If the facility does not pass inspection, \$50 will be taken from the security deposit to cover cleaning costs and limited damage. If additional damage is found, the above said person will be held responsible. The additional security deposit will then be refunded within 10 business days.

Village Residents: \$150

Township Residents: \$200

Outside Residents & Companies: \$350

Non Profit & Windham Employees: \$50

Please initial ALL:

_____ I have read and fully understand the Rules & Regulations for the Windham Village Community Center.

_____ Alcoholic beverages will be served. I understand it is my responsibility to contact the Windham Village Police Department at 330-326-2212 and secure an off duty officer. The officer must be present from the beginning of the event and/or activity until the building is vacated. The cost of the officer is \$25 per hour for a minimum of 4 hours. Monies are to be given directly to the officer of your event.

RENTER SIGNATURE: _____ **Date:** _____

APPROVED BY: _____ **Date:** _____