

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: \$100

Township Residents: \$150

Outside Residents & Companies: \$300

Non Profit & Windham Employees: \$25

Maintenance Fee: \$50 (optional) -This covers the cleaning of the facility after the event.

***IF YOU CHOOSE NOT TO PAY THE \$50 MAINTENANCE FEE YOU ARE RESPONSIBLE FOR THE FOLLOWING:**

***PLEASE INITIAL ALL:**

_____ CLEANING THE BATHROOMS (SINKS, TOILETS, FLOORS, GARBAGE)

_____ CLEANING THE KITCHEN (SINKS, REFRIGERATOR, COUNTERTOPS, FLOORS, GARBAGE)

_____ SWEEPING & MOPPING ALL FLOORS IN THE MAIN HALL AND FOYER

_____ EMPTYING AND REMOVING ALL GARBAGE

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. Monies are to be given directly to the officer of your event.

RENTER SIGNATURE: _____ **Date:** _____

APPROVED BY: _____ **Date:** _____

VILLAGE OF WINDHAM COMMUNITY CENTER RULES & REGULATIONS

Rentals begin at the scheduled start time and end after the building has been cleaned and vacated.

Key pick up and drop off will be determined on a case by case basis. Please communicate with Marie Evitts or Cheree Taylor at the Administration Office to determine those times.

The building must be cleaned and left in the condition it was found in to receive your security deposit back in full.

Smoking is permitted outside the facility.

A security deposit must be made at the time of reserving the facility and all fees are to be paid in full at least one week in advance of the scheduled rental. **Security deposit is \$200.00.**

Renters are responsible for setting up tables and chairs. Tables and chairs are not to be taken out of the building. All tables are to be covered. Do not put tables and chairs away so that they can be inspected after use.

If the use of the facility has not been completed (including clean-up) by 9:00am the following day, the security deposit will be forfeited and future use of the facility will be in jeopardy.

Deposit checks will be returned within 14 days after the rental date.

Reservations may be canceled giving a 30 day notice prior to the rental date. Failure to cancel a reservation (without appropriate notice) will result in forfeiture of the security deposit.

Upon entering the center (if the renter should find damage to the building, its fixtures or furnishings) he/she is to contact the Village Administrator or the Village Police Department immediately. If for any reason the renter fails to report damage prior to the rental start-up, the renter will be held responsible for said damage.

The Village will supply toilet paper and paper towels. Renters are responsible for supplying trash bags.

Renters are required to bag all trash and/or garbage and place in the 4 garbage cans provide at the west end of the building. All floors must be swept and mopped (with a damp mop).

Renters MAY NOT use pins, staples or tape on any surface in the center. This includes walls. We recommend you using 3M Command Strips. If you are unsure, please check with the village office.

Renters MAY NOT use helium balloons.

The Village may without prior notice terminate any rental agreement where one or more violations of these rules and regulations exist. In such case, the security deposit shall be forfeited.

Anytime that there will be 100 or more persons in attendance and/or alcoholic beverages are to be served, the renter is responsible for hiring an off-duty police officer.

Arrangements to hire officers must be made through the Windham Police Department at least 30 days prior to rental. You may contact them at 330-326-2211.

Any adult, who rents the facility for an activity intended for persons under the age of 18, must conclude not later than 11:00PM. Everyone must be out of the building no later than 11:30PM.

Any adult activity (18 and older) must conclude no later than 1:30AM and everyone must be out of the building no later than 2:00AM.

Problems or concerns should be directed to the Village Administrator, Debbie Blewitt, at 330-631-9437.

Renters will be responsible for any and all damages that exceed the security deposit.