

# Fall Creek Township

11595 Brooks School Road  
Fishers, IN 46037

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## NON-PROFIT ORGANIZATIONS CONTRACT

**This is a smoke-free building. • No alcoholic beverages on property.**

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 2018, between \_\_\_\_\_, Renter (being a Fall Creek Township Resident) and the Fall Creek Township Trustee is made in anticipation of Renter's use of the Brooks School Community Room on (day of week) \_\_\_\_\_ and/or reoccurring (i.e. 1<sup>st</sup> and 3<sup>rd</sup> Tuesday) \_\_\_\_\_. Renter shall have exclusive use of said room from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM. This contract ends on (date of last meeting) \_\_\_\_\_.

**Monday – Friday Evening Events are ONLY available from 5:00 – 7:00 p.m. or 7:00 – 9:00 p.m. There is a \$50 refundable deposit due at the time of reservation.**

Renter agrees to be personally, and on behalf of the group/organization, totally responsible for any and all damages and to hold harmless Fall Creek Township and its elected officials of any loss, injury or accompanying expenses to any person or their property, which occurred while Renter is in possession of the property. Ordinary wear and tear is excluded. Following rules apply:

- Nothing left in refrigerator, cabinets or countertops. **NO GUM ALLOWED!**
- Restrooms checked, **trash emptied**, lights off, doors closed.
- **All trash (including restrooms)** taken to dumpster.
- Floor swept (vacuum provided).
- Tables wiped down (put away), chairs put away, sink/counter top wiped down, coffee maker and microwave oven cleaned (if used).
- **NO** glitter, sequin, confetti or Command Strip usage in the rooms. **Tape Only!**
- Decorations or other items must be removed and cannot be stored for reoccurring meetings.
- Children are not to be left unattended in the building or lobby areas.
- **All** lights turned off and doors closed (*including community room, bathrooms and lobby*).
- Meetings/events held during Trustee office hours must be respectful of business needs. Community Room doors must remain closed.

**\*\*FAILURE TO FOLLOW RULES WILL RESULT IN CANCELLATION OF THIS CONTRACT AND FORFEITURE OF DEPOSIT.\*\***

### **FALL CREEK TOWNSHIP RESERVES THE RIGHT TO VOID THIS CONTRACT**

Organization: \_\_\_\_\_ Email Address (HOA/POA must give President's email): \_\_\_\_\_

Management Co: \_\_\_\_\_

**Fall Creek Township Office Use:**

Name: \_\_\_\_\_ Received By: \_\_\_\_\_

Address: \_\_\_\_\_ Received Date: \_\_\_\_\_

Phone: \_\_\_\_\_ 501(c)(3) Received: \_\_\_\_\_

If you would like a verification reminder, via email or phone, three business days prior to your event, please initial here: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Doors will automatically unlock 15 minutes prior to the event start time. Any problems after township office hours, please call the number on the door. Please note that the Fire Station does not have access to the community room.

***Please bring a copy of this contract to your event, this will allow entry should there be any maintenance issues with the door locks. Management Companies: Your HOA/POA President is required to have their own copy.***