

Fall Creek Township

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11595 Brooks School Rd, Fishers, IN 46037

(317) 841-3180 Phone

(317)-841-3190 Fax

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 Brooks School Community Room (date) _____. Renter shall have exclusive use of said room from _____ o’clock AM/PM to _____ o’clock AM/PM for the purpose of _____.

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 or 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. Also the Renter is to be responsible for all necessary clean up after completion of the event (**tables wiped, kitchen area cleaned, floor swept, and trash removed (including bathrooms), and placed in trash receptacle located in middle of parking lot. Chairs and tables must be returned to storage marked locations in lobby**). The use of confetti, sequin, glitter or command strips is **strictly prohibited** in the community room. ***Tape Only! NO GUM ALLOWED!*** A vacuum is provided. **If children are present** at functions being held, an adult must supervise them at all times.

FALL CREEK TOWNSHIP RESERVES THE RIGHT TO VOID THIS CONTRACT.

RENTER: _____

EMAIL: _____

ADDRESS: _____

PHONE: _____

FALL CREEK TOWNSHIP OFFICE USE:

BY: _____

DATE: _____

RENTAL AMOUNT: _____

DEPOSIT AMOUNT: _____

RECEIPT NUMBER: _____

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

DOORS: Doors will auto-unlock 15 minutes prior to time stated on contract. Any problems after township office hours, please call the number on the door (the office phone is not answered over the weekend). Please note that the Fire Department does not have access to the community room. ***Please bring a copy of this contract with you to your event, this will allow entry in case of maintenance issues with the door locks.***

Cancellations must be made 2 business days (Monday – Friday) in advance of the event date to receive a refund. Rental fee is \$50 Monday-Thursday and \$100 Friday, Saturday & Sunday. Payment must be paid prior to event or event is considered cancelled. A \$50 deposit and rental fee must be paid by check (separately) or cash within 7 days of making reservation or event will be reservation will be void. A \$35 returned check fee will apply to any returned checks. Room will be inspected after event and deposit will be returned if room is cleaned, trash removed and left in original condition. Room must be cleaned up and evacuated **by the END time** noted in this agreement. All lights turned off and all doors closed. All **trash** (including **bathrooms**) has been removed from building.

I have read the above and understand that failure to comply could result in a loss of future facility usage and rental deposit being refunded.

INITIAL _____