

Fall Creek Township  
11595 Brooks School Road  
Fishers, IN 46037

317-841-3180 phone  
317-841-3191 fax  
suzanna@fallcreektownshipoffice.com

## SERVICE ORGANIZATIONS CONTRACT

These are smoke-free buildings • No alcoholic beverages on property

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, between \_\_\_\_\_, Renter and the Fall Creek Township Trustee is made in anticipation of Renter's use of the Brooks School Community Room on (day of week) \_\_\_\_\_ reoccurring (i.e. 1st and 3rd Tuesday) \_\_\_\_\_. Renter shall have exclusive use of said room from 5-7 p.m. or 7-9 p.m. (circle). This contract ends on (date of last meeting) \_\_\_\_\_.

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:

- 1) Nothing left in refrigerator, countertop or cabinets.
- 2) Restrooms checked (**trash empty**, lights off).
- 3) All trash (**including restrooms**) taken to dumpster.
- 4) Floor swept (vacuum provided).
- 5) Tables wiped down (put away), chairs put away, kitchen sink/counter top wiped down, and microwave oven cleaned (if used).
- 6) **NO** glitter, sequin, confetti or Command Strip usage in the rooms. **Tape Only! NO GUM!**
- 7) **All** lights turned off and doors closed (including community room, bathrooms and lobby).
- 8) Do not leave exterior glass doors propped open, a silent alarm will sound and dispatch police.
- 9) Space **MUST** be evacuated at the end time of event. Please allow time for cleanup.
- 10) Township has right to cancel any meeting due to Board Meetings that need to be scheduled in the space.

In lieu of a rental fee, renter agrees to participate in making donations based on the schedule listed below on their **first** meeting of that month.

**September:** Food Pantry items

**November:** Toys for Tots (new, unwrapped toys)

**January:** Food Pantry items

**March:** School supplies (list will be emailed prior to March)

Renter agrees to contact office immediately with any cancellations of meetings.

**\*\*FAILURE TO FOLLOW RULES WILL RESULT IN CANCELLATION OF THIS CONTRACT & DEPOSIT CHECKS WILL BE CASHED.\*\***

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

Organization: \_\_\_\_\_

**Fall Creek Township Use:**

Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Doors will automatically 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 events, this will allow entry if there are any maintenance issues with the door locks.***