

Fall Creek Township Rental Contract

11595 Brooks School Road, Fishers, IN 46037 317-841-3180 (ph) 317-841-3191 (Fax) brenda@fallcreektownshipoffice.com (Email)

Smoke Free Facilities *Alcohol Prohibited on Property* *Fall Creek Township Reserves the Right to Void This Contract*

Renter agrees to be personally, and on behalf of the group/organization, totally responsible for any & all damages & to hold harmless Fall Creek Township & its elected officials & employees 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.

This agreement made this _____ day of _____, 20____, between _____, Renter & the Fall Creek Township Trustee is made in anticipation of Renter's use of the COMMUNITY ROOM / BASEMENT CONFERENCE ROOM (circle which one applies) on (day(s) of week) _____, reoccurring (if applicable: i.e., 1st & 3rd Tuesday) _____.
Renter shall have exclusive use of said room from _____ AM/PM to _____ AM/PM for the sole purpose of _____. If applicable, this Contract ends on last date of meeting/event _____.

Single Event Date: _____

*Monday thru Thursday Rentals: \$50 Rental Fee ... Evening Times Available: 5-7 p.m. or 7-9 p.m. only

*Friday thru Sunday Rentals: \$100 Rental Fee ... Please check available times with our office

*Monday thru Friday Daytime Rentals: \$50 Rental Fee ... Please check available times with our office.

*Service Organizations: In lieu of a rental fee, renter agrees to make donations based on the schedule listed: September: Personal Care Items, November: Toys for Tots (New, Unwrapped Toys), January: Toilet Paper & Paper Towels March: Cooking Supplies (Oil, Flour & Sugar)

*Non-For-Profits: 501(c) (3) and/or Articles of Incorporation must be on file with our office in order to waive the rental fee. Email Address for HOA President's Email _____ . Name of Management Company: _____.

_____ . This information must be given as well for a NFP Contract to be valid.

*Deposit: \$50 Refundable Deposit is Required for EVERY Contract. We ask that you write a separate check and if the area is cleaned up according to the contract rules, the deposit check will be returned typically within two weeks from your event. Please provide address:

Name: _____ Mailing Address: _____

Email Address: _____ Phone: () _____

THE FOLLOWING RULES APPLY TO EACH & EVERY INDIVIDUAL EVENT DATE & FAILURE TO FOLLOW THESE RULES WILL RESULT IN THE CANCELLATION OF THIS CONTRACT, ANY FUTURE CONTRACTS AND FORFEITURE OF YOUR DEPOSIT CHECK. PLEASE REMEMBER THAT THERE ARE USUALLY EVENTS PRIOR AND/OR AFTER YOURS, HELP KEEP THE RENTAL AREAS CLEANED.

Please Initial Each One Individually: (Vacuum, Trash Bags and Sanitizing Wipes Are Provided)

_____ Renter is responsible for setting up and tearing down all the tables and chairs. FCT will not assist with this.

_____ Do not prop open the exterior glass doors, as it will sound a silent alarm & police will be dispatched.

_____ Please Do Not Leave Any Food in the Refrigerator _____ Please Wipe down Counters, Cabinets, Microwave

_____ Please Wipe down Restroom Sinks _____ All Doors Must Be Shut, All Lights Turned Off

_____ Please wipe down all tables and chairs before returning them to the rolling carts.

_____ Please sweep the room, please sweep the lobby area _____ All Decorations Must Be Removed (FCT Can Not Store)

_____ Absolutely No Decorating With Command Strips, Duct Tape, Sticky Tac, Nails, Glitter, Sequins or Confetti! Scotch Tape Only!

_____ No Smoking Is Allowed _____ No Alcohol Is Allowed _____ No Chewing Gum Is Allowed

_____ Outside Decorations Are Allowed, However, They Must Be Removed from premises after your event.

_____ Please clean the White Board with the cleaner provided in the kitchenette. Please return markers to kitchenette.

_____ Please Do Not Dump Your Drinks (i.e., Soda & Coffee) Down the Restroom Sinks and/or Toilets, use kitchen sink.

_____ All Trash (Including Restrooms) Must Be Emptied and Taken to the Dumpster in Parking Lot & Trash Liners Replaced.

_____ Any Coats/Hats/Gloves, Etc. left behind will be held for thirty days, at that time they will be donated.

_____ If you arrive for your rental & find the room has not been cleaned, swept or trash not emptied, it is your responsibility to leave our office a voice mail message or send an email disclosing this information as soon as possible. If necessary, take pictures. If this is not done, our maintenance department will determine it was your rental that did not follow the rules & your deposit check will be cashed.

Community Room Only: Televisions Available with Basic Cable, Projector & Screen Available upon Request, Free WIFI (Log in Information is posted on the wall).

Basement Conference Room Only: Conference Table Does Not Move, Restroom Trash Does Not Have To Be Done (Only Room Trash)

Any problems after township office hours, please call the emergency number on the door. Please note that the Fire Department, Youth Assistance & Fishers Parks Dept. do not have access to the rooms and do not have the ability to unlock the doors. 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 must have their own copy of this contract.

Office Use Only: Receipt Number _____ Deposit _____ Rental _____ 501(c) (3) Received _____

_____ Reminder Email or Telephone Call Sent to Renter _____ Monies Received By: _____