

CONTRACT & RULES

For Use Of

ABOITE TOWNSHIP COMMUNITY ROOM

TERMS: The person having signed below, 'Renter', on behalf of the below named organization or event, **agrees to reserve the Aboite Township Community Room on**

_____, _____, 20____ at the rate of \$ 150.00
Day of the Week Month Date Year Circle: Cash or Check

for the time period of _____ am/pm to _____ am/pm. Renter shall also pay a \$100 security deposit, refundable if the room is left in clean, undamaged condition. The total rental contract amount is \$250.00.

Renter shall pay One Hundred and 00/100 Dollars (\$100.00) security deposit for possible clean-up and/or damage fees. All decorations and décor shall be removed by renter at the end of the rental event. **NO** tacks, **NO** nails, or **NO** staples shall be used on the walls, ceilings, floors, or furniture. If items are not removed at the end of the rental event and the Community Room is not restored to its original state before rental event; or if any damage is done to Aboite Township property on or about the rented premises, the deposit fee of \$100.00 will **NOT** be refunded. Renter shall pay Aboite Township the amount of the actual damages claimed by Aboite Township from the check that was previously held for clean-up and damage fees. If there are damages greater than \$100.00, renter shall pay Aboite Township the amount of actual damages claimed. Renter is to pay Aboite Township within (10) ten days of notification for total amount of damages. Assessment of replacement cost damages will be determined by the Trustee of Aboite Township. If Renter has not incurred any clean-up or damage fees the \$100 deposit will be refunded.

The person signing this contract as renter also acknowledges receipt of a copy of the rules for use of the Aboite Township Community Room and will be held responsible for the enforcement of these rules, and agrees to hold harmless the Aboite Township Trustee and Advisory Board from any and all injuries suffered during rental period and/or upon leaving Township property.

- Payment must be made with **exact amount of cash** or by check.
- A **valid IN driver's license** or state ID is **required at contract signing**.
- Checks should be **made payable to: Aboite Civil Township**
- Renter must also sign page 3 of this agreement.
- **No alcohol allowed!**

Renter's Signature

Printed Name of RENTER

Printed Name of EVENT or ORGANIZATION

Address

() _____
Phone

() _____
Alternate phone

E-mail address of Renter (In case of urgent need to contact & TOWNSHIP can't reach Renter by phone)

ABOITE TOWNSHIP COMMUNITY ROOM

11321 Aboite Center Road, Ft. Wayne, IN 46814

Reservation Guidelines

- Reservations must be paid for in full and contract signed at time of reservation. No reservations will be held without payment.
 - Rental fee is \$150 per day, payable in cash or check to Aboite Civil Township.
 - Not-for-profit groups may rent Monday – Thursday free of charge but are requested to donate school supplies for students of Southwest Allen County Schools.
 - A \$100 security deposit is required for all rentals. This fee will be returned if the Room is cleaned and left as it was upon renters' arrival.
- Your reservation fee is refundable if you notify us of cancellation at least 7 days prior to your reserved date. Fees are **NON-REFUNDABLE** if the cancellation occurs **within 7 days** of reservation.
- Renter must provide a valid IN Drivers License and the exact amount of cash or a check for the reservation fee to the Trustee at contract signing before reservation can be confirmed. Make check payable to: Aboite Civil Township.
- Renter must pick up the Community Room key from the Aboite Township Trustee Office the week of the event. **Trustee Office hours are Monday, Tuesday & Thursday 9AM - 2PM.**
- **NO ALCOHOL ALLOWED!!**
- **Parking:** Guests should be directed to park in the parking lot on the west side of the building -- the lot behind the 'Van Hoozen Community Park' sign. The address for the Aboite Township Community Room is 11321 Aboite Center Road, Ft Wayne, IN 46814. (Community Room is on west side of Aboite Township Fire Department building.)

The parking lot on the east side of the Aboite Township Fire Dept building and tarmac in front of the Fire Dept building is reserved at all times for emergency vehicle use only.
- **Furniture:** Chairs and tables are set up by renter & replaced in storage room on racks when done. No chairs, tables or kitchen equipment are to leave the Aboite Township Community Room.
- Renter is responsible for vacuuming the carpet before leaving.
- **Decorating** is limited to table, floor or free standing decorations.
 - Do not use 'sparkles', glitter or confetti, as they do not come out of the carpeting.
 - Do not attach tape to painted surfaces or light fixtures or nail anything into the walls or woodwork. **No Thumbtacks!**
- Gambling, alcohol and/or open flames are strictly prohibited in the Community Room and on Aboite Township property.

Before vacating the Aboite Township Community Room property, renter should:

- Make sure the community room, bathrooms, and kitchen are left in a clean manner.
- Lock the entrance double doors from inside the Room – flip the levers on the right door to lock, the use the key to lock the left door.
- In the winter, turn thermostat down to 60 degrees. In the summer, turn off the air conditioning.
- Stack all tables & chairs in the closet and vacuum the carpet.
- Clean up kitchen and don't forget to check the fridge, freezer and/or oven for items you brought.
- Remove used trash bag from garbage bin & place trash in the dumpster outside kitchen door.
- Replace trash bag in garbage bin using bags supplied in kitchen (key return) drawer.
- All lights (including bathrooms) should be turned off.
- Place the clear envelope with the Community Room key in the kitchen drawer nearest the garbage can before you exit through the kitchen door. Try to open the kitchen door from the outside to be sure it is locked.

Renters must vacate the Community Room by the following closing times:

Monday through Thursday 12:00 Midnight

Friday, Saturday, Sunday 1:00 AM

The Aboite Township Trustee reserves the right, at his discretion, to order security on the premises and at the renter's expense.

Any items brought into the Community Room by the renter must be removed before vacating the premises. No debris is to be left in Community Room, outside of the building or in the parking lot.

If you experience a serious 'Community Room rental' related problem, phone the Trustee's office at (260) 432-0970 or call (260) 436-1449.

Above guidelines received by Renter (printed name): _____

Renter's Signature: _____

Date received/signed: _____

CommunityRoomGuidelines Rev 02.10.20