

RENTAL AGREEMENT

The Town of Versailles, hereinafter "Owner", by its Clerk-Treasurer, Kiersten Libby, and

Name _____ Phone Number _____

Address _____
Street City State ZIP

hereinafter "Renter", hereby agrees to use the Community Center in the Versailles Town Hall for the following term, from _____ 20____ to _____ 20 ____ from _____ AM/PM to _____ AM/PM.

Renter shall request use of the Community Center by calling or visiting the Versailles Town Hall prior to the preferred usage date. Renter must provide a valid Indiana Driver's License or comparable form of identification with valid address and current phone number upon signing the Rental Agreement.

Renter agrees to pay Town of Versailles \$100 deposit and \$20 per hour or \$50 per day usage fee, whichever is less. Renter also agrees to provide supplies needed in the use of the Community Center including but not limited to coffee, tea, creamer, paper products, napkins, paper plates, table coverings, decorations, trash bags and cleaning supplies. Renter further agrees to release and hold harmless said Owner for any and all liability for injuries or damage to persons or property occurring during said use.

Smoking and the use of alcohol are not permitted in the Community Center. Community Center occupancy is limited to a maximum of 150 people.

Renter shall be responsible and liable for any damage or waste to the premises, furniture, fixtures or equipment therein during the term of said use and shall complete the tasks listed on p. 2 and return premises to Owner in a clean and satisfactory condition. Should damage or waste occur, or cleaning of the premises be necessary, the Renter shall be responsible for all costs associated therewith and Owner has the option to retain the \$100 deposit for these services.

So agreed this _____ day of _____, 20 ____.

TOWN OF VERSAILLES

By: _____
KIERSTEN LIBBY, Clerk-Treasurer

RENTER

Usage date: _____

TOWN OF VERSAILLES

CLEAN-UP CHECKLIST FOR VERSAILLES COMMUNITY CENTER

Was the facility clean upon arrival? _____ YES _____ NO

If NO, please explain: _____

Please verify the following before returning key:

- Coffee Pot has been cleaned, turned off and unplugged.
- All dishes, silverware, and other items have been washed, dried and returned to cabinets.
- Countertops and sink are clean and faucet is turned off.
- Personal items have been removed from the refrigerator and freezer.
- Floors have been swept and mopped.
 - Broom and mop are in the Kitchen between the refrigerator and wall.
 - Vacuum is in Mechanical Room behind Kitchen)
- Tables and chairs have been wiped clean and returned to storage.
- Bathrooms have been cleaned, faucets turned off and trash removed.
- Trash has been bagged and left in trash cans behind the building.
- All lights have been turned off.
- Front and back doors are locked.

Failure to satisfactorily complete the tasks listed above will result in a cleaning/maintenance charge.

IMMEDIATELY FOLLOWING USAGE, PLEASE RETURN THE KEY AND THIS SIGNED CHECKLIST to the Clerk-Treasurer's Office or the Drive-Thru drop box located on the north side of the Versailles Town Hall, 128 N. Main Street, Versailles, IN 47042.

Thank you!

RENTER SIGNATURE