

## CONTRACT FOR THE LEASE OF THE KIRKLIN COMMUNITY CENTER

This agreement entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Town of Kirklin, Indiana and \_\_\_\_\_.

1. The Town of Kirklin shall hereinafter be known as the lessor.
2. \_\_\_\_\_ shall hereinafter be known as Lessee.
3. Lessor agrees to lease the Kirklin Community Center to lessor for the sum of \$100.00 + 7% tax per day payable only by cash, check, or money order.
4. Said lease shall be for the date(s) of \_\_\_\_\_.
5. In addition to said rent, lessee shall pay a security deposit of \$150.00.
6. Lessee shall be responsible for any damage to the Town Hall or any of its contents.
7. Lessee shall be responsible for the cleanup of the Town Hall after lessor's use.
8. Said security deposit will be used to pay for any such damage or cleanup; however, lessee shall be personally responsible for any damage or cleanup costs which exceed said deposit.
9. Lessor shall have the final say as to the amount of damage and costs of cleanup.
10. LESSEE MUST PUT THE KEY IN THE NIGHT DROP located outside of picture window immediately after rental. Keys not in the night drop at time of town hall opening at 8am on the first business day after rental are subject to being charged to change locks to building.
11. Lessee is prohibited from removing the cart with tables and chairs, or the flags from the Community Center.

The Community Center is a smoke & alcohol-free facility. As such, smoking & the use of alcohol is prohibited. You must also not exceed the room capacity of 50 people.

*I have paid the rent of \$100.00 + 7% tax plus security deposit of \$150.00 by:*

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Money Order # \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Clerk Treasurer on behalf of Lessor

\_\_\_\_\_  
Lessee

Lessee Address: .....

Lessee Email: .....

Phone Number: .....

## COMMUNITY CENTER CLEAN UP RULES FOR SECURITY DEPOSIT

### REFUND

1. Trash must be emptied in all Community Center rooms including bathrooms, kitchen & main room. Please leave trash bags tied up inside the back door.
2. All fingerprints & dirt must be washed off all windows & walls including the hallway.
3. All spills must be mopped up in kitchen and bathrooms.
4. All tables, counters, stove and refrigerator must be cleaned (how you found it).
5. All items must be removed from the refrigerator and freezer that were brought by your party. Please do not use items in the refrigerator or freezer which are not: yours.
6. There cannot be any damages to the Community Center or equipment.
7. No alcohol or smoking is allowed in the building. Smoking is only permitted at least 8 ft from the back door only - no exceptions! Do not throw your cigarette butts on the ground.
8. THE USE OF TAPE IS NOT ALLOWED ON THE WALLS OR SOUND PANELS. YOU ARE ONLY ALLOWED TO ATTACH DECORATIONS TO THE WALL USING COMMAND STRIPS.
9. Children under the age of 18 are not permitted to be in the back storeroom under any circumstances. The only time an adult is to go inside is to retrieve a cleaning supply such as the mop, broom, etc. There is no playing, standing around, opening boxes, tampering with the time clock, etc. allowed in the storeroom.
10. All chairs and tables must be put up when you are finished.
11. The Community Center room must be vacuumed

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

Signed: \_\_\_\_\_