

Leroy Township Community Room Rental Agreement

Date: _____

Person Responsible for Rental: _____

Address: _____

Driver's License #: _____ Current Telephone #: _____

Leroy Township Property Owner? Yes/No Leroy Township Resident Yes/No

Purpose of Rental: _____

Organization Involved: _____

Date to be used: _____ Time (begin/end): _____

Do you need to set-up building before rental? If so, at what time? _____

Rental Fee: _____ Security Deposit: _____

Checks should be made payable to Leroy Township. Rental Payment and Security Deposit are due 2 weeks prior to rental. Doors will be unlocked by caretaker. At the end of the rental, the caretaker will be called to inspect the building and if found to be acceptable will inform the office to return the security deposit.

The renter agrees:

1. The hall is not rented to minors. The **person signing the rental agreement must be present** during rental hours.
2. **No alcoholic beverages** are to be brought or consumed on the premises.
3. **No smoking** in township buildings or on property.
4. **No beverages containing red dye** are to be used in the building.
5. To use only the community room, kitchen facilities and restrooms. The **stove is to be used for warming** food only. Do not cook meals in kitchen.
6. **No pig roasts** allowed on township property.
7. To accept the premises in its present condition and **return it in the like condition. Absolutely no township property is to be removed.**
8. **To reimburse Leroy Township for any damages** to premises, building or equipment.
9. To **clean the premises after rental** by wiping off countertops, tables, and chairs; vacuuming floors; cleaning up spills; placing trash in garbage bags and putting them in the receptacle behind the building; and to return all township property to designated storage spaces.
10. **No long distance telephone calls** are permitted.
11. **Outside doors are not to be left open.**
12. **Not to attach posters or signs to the premises. No decorations are permitted on the ceiling.**
13. To **vacate property at scheduled time – all rentals must end by 11:00 p.m.**
14. **Contact the office or caretaker if cancellation is necessary.**
15. The undersigned applicant agrees to indemnify Leroy Township and its members or agents against all liability to persons or property on the premises.
16. Leroy Township is not responsible for loss or damage to personal property.
17. Failure to comply with the above conditions will result in forfeiture of future use and/or loss of security deposit.

Signature of applicant

