

## RENTAL AGREEMENT FOR THE WINONA LAKE SENIOR CENTER

The community building located at 1590 Park Avenue, Winona Lake, Indiana may be rented, through the Town office, by outside individuals.

- The individual entering into this agreement must be 21 (twenty-one) years of age and be prepared to present a valid driver's license as proof.
- A current certificate of insurance or a current homeowner's insurance policy must be presented.
- Any questions regarding the rental should be directed to the Park office at 574-267-2310.

### TERMS FOR RENTING:

- The rental includes the main room, bathrooms, and kitchen.
- Upon rental of the building, the renter must sign the rental agreement.
- The building is a government building and must be treated as such; therefore, **no smoking or alcoholic beverages** will be allowed on the premises.
- No **red or orange drinks** are allowed because of the possibility of stains on the flooring
- Decorations are permitted, but may be hung only with tape and only in the main room. No tape is allowed on the foyer walls.
- **The building is air-conditioned; therefore windows are not permitted to be opened. The front and back doors are not to be propped open at any time.**
- According to the fire code, the building is permitted to hold 150 people. Occupancy must be kept at that number or fewer.
- Since the Community Building is located in a residential neighborhood, it is the renter's responsibility to keep the noise level at an acceptable volume so as not to be disruptive to the neighborhood.
- Upon completion of the rental agreement and payment of the rental fee - the building is considered rented for the date on the form. Access to the building earlier than the day of the rental may result in additional charges; since the building may be rented to another group.
- **The renter must have the facility cleaned and vacated by 11 p.m.** The facility must be occupied or locked, if unoccupied, at all times during the rental period.
- The police and fire departments reserve the right to visit during the rental time to check compliance with this agreement.
- Please pick up a key for the building from the Park office (1590 Park Avenue) before 4:00 p.m. on the Friday before the rental.
- Snow will be shoveled before the end of the work day on Friday. Any additional shoveling will be the responsibility of the renter and at the renter's expense.

### PARKING:

- All parking should be confined to the parking lots on the park property. **No driving, parking, or unloading is allowed on the park grounds.**
- A cart for unloading from the parking lot is available upon request. Please indicate at the time of payment if you will require a cart.
- It is the responsibility of the renter to inform caterers and guests of the parking and unloading restrictions. Return of the cleaning/damage deposit may be reduced or forfeited if vehicles are driven on the park grounds.

**PAYMENT:**

- Rental of the main room, bathrooms, and kitchen on Friday – Sunday and holidays\* is \$200.00 per day plus the \$14.00 sales tax the Town is required to pay to the State..
- Rental of the main room, bathrooms and kitchen on Monday through Thursday is \$100.00 per day plus \$7.00 sales tax.
- An additional refundable cleaning/damage deposit of \$150.00 will be charged for all rentals.
- In the event of a cancellation, the fees, with the exception of \$50.00, will be refunded.
- The facility is rented on a first come, first served basis with payment in full. We cannot hold the building per phone request or partial payment.

\*Holidays include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday following Thanksgiving, Day before Christmas and Christmas Day.

**NON-PROFIT GROUPS:**

- Rental of the main room, bathrooms, and kitchen on Friday – Sunday and holidays\* is \$200.00.
- Rental of the main room, bathrooms, and kitchen on Monday –Thursday is \$90.00
- An additional refundable cleaning/damage deposit of \$75.00 will be charged for all rentals.
- In the event of a cancellation, the fees, with the exception of \$50.00, will be refunded.

**MISCELLANEOUS CHARGES:**

- The building has a sound system that is available for a rental fee of \$20.00

**NON-SUFFICIENT FUNDS:** The renter will be charged an additional \$20.00 for a check returned for non-sufficient funds. Payment of the entire rental amount and the NSF charge by cash or money order must be made promptly, upon notification from the Town office, or the rental agreement will be considered terminated.

**RISK OF LOSS OR DAMAGE:** The renter assumes all risk of loss or damage to personal and Town property caused by the renter and/or individuals in attendance. The renter agrees to return the property to the condition in which it was received from the Town. The renter will pay any and all attorney fees generated in the collection of damages. The renter and/or individuals attending also waive liability for injury occurring at the place of rental.

**TERMS FOR REFUND OF THE CLEANING DEPOSIT:** The building must be left in the manner received.

- All tables and chairs used must be clean and returned to their respective places.
- The floor must be vacuumed (a vacuum will be provided by the Town).
- All refuse must be removed from the main room and kitchen and placed in the containers located outside in the Park. Two fresh garbage bags will be provided in the containers. Additional bags for refuse will be the responsibility of the renter. All refuse must be contained in plastic bags.
- Any decorations and tape must be removed.

- After the Park Director inspects the building, the office will process the cleaning deposit refund. Any cleaning by the Park department will diminish or cancel the refund. Parking, driving or unloading by vehicles on the park grounds will diminish or cancel the refund. **Return of the refund may take between thirty to sixty days.**

**Miscellaneous Information:**

- Light switches are located as follows: One switch immediately to the left upon entering the mail room, a bank of switches on the south wall (the upper switches are for the stage and the lower set is for the remainder of the main room).
- Keys are marked 2AA for the outside doors. The front door must be key locked when you leave.

## CHECK LIST FOR RENTERS OF THE WINONA LAKE SENIOR CENTER

### CLEANING UP WHEN YOU ARE FINISHED:

- \_\_\_ Remove all decorations and tape.
- \_\_\_ Stack chairs in south side of the room off of the kitchen.
- \_\_\_ Clean and take down all tables and return to south side of the room off of the kitchen.
- \_\_\_ Use the dust mop on the main room and vacuum Carpet in the entry (vacuum sweeper and dust mop are in the janitor's closet next to the kitchen in hallway).
- \_\_\_ Contain all trash (from kitchen, main room and rest rooms) in plastic bags provided and place in cans located in the park. If cans are full, a dumpster is located behind the Town Hall near the canal. Bags should not be left in the building.
- \_\_\_ Make sure all lights and fans are turned off (including restrooms).
- \_\_\_ All outside doors must be checked to insure they are secure – the exterior doors must be key locked.
- \_\_\_ The thermostat should be set at 55 when the furnace is on or 75 when the air conditioner is on.
- \_\_\_ Check the carpet for spills and clean with carpet cleaner.

### ❖ *IF THE KITCHEN IS USED:*

- \_\_\_ *Sweep the kitchen floor and wipe off counter tops.*
- \_\_\_ *Check refrigerator for food and wipe up any spills.*

LEAVE THIS FORM "CHECKED-OFF" FOR THE STAFF. THANK YOU!

RENTAL AGREEMENT FOR THE WINONA LAKE SENIOR CENTER

RENTAL DATE \_\_\_\_\_

RENTAL TIMES \_\_\_\_\_  
(eg. 4:00pm – 11:00pm – so we can arrange cleaning)

RENTER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

RECEIPT # \_\_\_\_\_ RENTAL FEE \$ \_\_\_\_\_ DEPOSIT \$ \_\_\_\_\_

SIGNED CLAIM FORM \_\_\_\_\_  
COPY OF HOMEOWNER'S INSURANCE ATTACHED \_\_\_\_\_

**I have read the rental agreement and agree to abide by its conditions.**

**Contact: (Print name)** \_\_\_\_\_

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

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

PLEASE COMPLETE FORM AND MAIL TO: TOWN OF WINONA LAKE, P.O. BOX 338,  
WINONA LAKE, IN 46590 OR FAX TO 574-267-4793.

SenCntrRntlAgr.rtf

Refund Paid \$ \_\_\_\_\_

(Cancellation Policy effective)