



Village of Newburgh Heights

3801 Harvard Ave., Newburgh Heights OH 44105 Phone: (216) 641-4650

Community Room Facility Rental Agreement

This agreement is made this ____ day of _____, _____ by and between the Village of Newburgh Heights, Ohio (Village) and (The Renter), who address is _____ and phone number is _____, in consideration of the promises and payments described within:

- 1) **Grant of Rental:** The Village hereby grants Renter a temporary interest to use the following identified structure and/or areas on the time(s) and date(s) in paragraph 4 below, for recreation and/or social activities, subject to all terms and conditions of this rental agreement. This agreement covers the use of the facility for the purpose of
 - A. Other areas of the facility may be made available as deemed reasonable by the Village in the Village's sole discretion
- 2) **Event Charge:** The charges to be paid by the Renter are set forth below.
- 3) **Security Deposit:** At the time this agreement is signed, the Renter is to pay \$100.00 to the Village in cash or money order as a security deposit. This deposit shall secure the promise of Renter to leave the facility in good condition as required and defined throughout this agreement, Covenants of Renter, and for performance of other terms and conditions of this agreement.
 - A. Said security shall be refunded to the renter two (2) business days after the rental, after an inspection has been made of the hall and kitchen facilities. In the event that the hall or kitchen facilities are not cleaned up to the satisfaction of the Director of Public Services or his designee, said security deposit shall be held until such time that the facilities have been properly cleaned. Any expense incurred by the Village in returning the premises to their normal condition shall be deducted from said security deposit. If any of the facilities or the equipment therein incur damages, said security deposit shall be applied to repair or replacement of same until the damage is corrected at the expense of the renter.
- 4) **Date and hours:** Under this agreement, the Renter shall have the right to use the facility on the ____ day of _____ between the hours of _____ and _____.
- 5) The property shall not be used later than 12:00 midnight and the cleanup of the area must be done and the building vacated by the time the permit expires.
- 6) Glass bottled beverages are not permitted nor are keg beer. Cans only.
- 7) Alcoholic beverages are prohibited, unless special security requirements are arranged.
- 8) Where there is no liquor license required, all liquor law responsibilities shall be incurred by the applicant.

- 9) Responsibility for obtaining access to the Community Room shall rest with the permit holder. The permit holder is required to appear at the Police Dept. (3801 Harvard Ave.), and a police officer on duty will escort the permit holder to the Community Room and unlock the doors. When the event is over and you are ready to leave, you must contact the Police Dept. at (216) 641-5545 to have them walk through the Community Room and secure the building.
- 10) Renter understands and agrees to the maximum number of guests: 61 people.

Proof of residency

Renter must be a resident of Newburgh Heights. Proof of residency may be requested—please bring ID.

Post Event

- 1. Place chairs on top of tables at conclusion of the event.
- 2. Service Dept. will check the building for damage or theft. Service Dept. will report to Administrative Assistant any damage or theft. Items will be noted on inventory if missing. Secretary will refund or keep deposit depending.
- 3. List will be kept of persons not able to rent due to problems.

Neither this agreement nor the right to use the facility may be assigned or transferred in whole or in part by the Renter. Renter represents that the undersigned has the authority to bind renters to the terms conditions and provisions of this agreement.

Schedule of Charges

One hundred percent (100%) of payment and one hundred dollars (\$100.00) for any Village of Newburgh Heights resident.

\$ _____
 \$ _____
 \$ _____

Event type: _____

Expected number of attendees: _____

Name of Renter: _____

Organization Contact: _____

Address: _____

Phone number: _____ Alternate number: _____

E-mail: _____

Organization Representative (Renter) *Date*

Rental Agreement Representative (Village) *Date*

Community Room — Maximum Occupancy 61 people
Security deposit of \$100 required