

Johnston Township Facility Usage Agreement

This Johnston Township Usage Agreement, Terms & Release of All Claims is made of the _____ day of _____, 20____ between _____; hereby known as Lessee whose address is _____ And Johnston Township (Lessor).

1. Lessor hereby rents to Lessee the portion of the Facility for the date and period, and time 9:am to 9 :00 pm all as Specified on Lessee's Facility Request Form. The deposit \$50.00 will be give back if clean up after if not you don't get it back charge and rental fee must be paid when Lessee reserves the Facility.
2. Lessee shall use the Facility solely for the purpose stated on the Facility Request and shall not assign the rights to use the Facility to any other person without Lessor's prior written consent.
3. Lessee shall abide by and enforce the Facility Use Rules attached, and all laws regulations applicable to the Facility. Lessor reserves the right, in its sole discretion, to intervene in and exercise control over Lessee's use through or emergency personnel to protect life and / or property.
4. Lessee shall leave the Facility and its vicinity in the same condition as existed at the commencement of Lessee's use. Lessee agrees to pay any charges for labor and / or materials when the cost of setup, cleanup and / or rent exceeds the charge specified on the Facility Request. Lessee also agrees to pay lesser for any damage to the Facility and its vicinity which occur in connection with the Lessee's use of the Facility.
5. This agreement may be terminated by either party by giving written notice to the other party at least one week before the date of the Lessee's use specified on the Facility Request From. Lessor reserves the right to terminate this Agreement at any time if it determines that Lessee's proposed use is illegal or that Lessee has violated the Agreement. If this Agreement is terminated by lesser or Lessee and the required one week notice is given by Lessee, a full refund will be made. If less than one week notice is given by Lessee, the deposit will be forfeited.
6. If use of the Facility by Lessee is at any time impaired for any reason beyond lessor's control, the blesser may cancel this Agreement, and Lessee's use shall be rescheduled if practicable at a time mutually agreed by the parties. Lessor shall not be liable to Lessee for any losses or expenses incueerd by Lessee on account of such cancellation or delay.
7. No program, literature or any publicity of Lessee promoting its use of the Facility shall identify lesser as a sponsor without prior written approval.
8. Lessor make no warranties to Lessee as to the fitness of the Facility or a particular purpose, and Lessee has leased the Facility after having the opportunity to examine the same and assumes full knowledge of the same.
9. Lessor assumes no responsibility for damage to or loss of any property of Lessee or others brought into Facility prior to, during or after Lessee's use.
10. Lessor shall not be liable for any losses or expenses caused by errors or omissions in scheduling use of the Facility.

11. Lessee agrees to indemnify, protect, defend, and hold harmless Lesser and Loesser's officers, agent, employees, and invitees from any and all claims, demand, suits, liabilities, and expenses from damage or injury to persons or property arising out of Lessee's use of the Facility to the services provided by Lesser.

12. This agreement, the Facility Request and the Facility Rules constitute the entire agreement between lesser and Lessee and can be amended only by a writing signed by both parties.

In Witness Whereof, the parties hereto have caused this agreement to be signed by their duly authorized representatives.

Signature of Lessee

Date

Printed Name

Phone

Address

City and Zip Code

Signature of Township Representative

Date

Printed Name

Rental Fee Check#

Hall Rented;

Johnston Township
Facility Request Form

Lessee's Name:
Organization if Applicable:
Address:
Home Phone:
Cell Phone:

Use of the Facility

Date of the Event:
Start and End Time:
Type of Event:
Number of People:
Will Food and Drink be served? If yes please describe:

Will Alcohol be served?

Rental Fees and Security Deposits

Resident Use: \$125.00

Non Resident Use: \$375.00

Employee Use: _____ initial for one time/year. Date _____

Johnston Township Facility Use Rules

The Lessee is required to help keep the Facility clean, safe, and secure by adhering to the following Facility Regulations.

- A. All Rental Fees must be paid upon filling paper work out of Facility Rental Date.
- B. the Facility Staff is not responsible for set-up and placement of furnishings. Seating is limited. If your function requires additional seating or tables, you must obtain approval at the time the reservation is made.
- C. No fires or candles, except those contained in glass, floating in water or on a cake, are allowed to be used at the Facility. Materials brought in to decorate must be flame retardant materials.
- D. No Smoking or illegal substance is allowed on the Facility premises. Alcohol is only permitted with prior written approval and you must provide the Township with a Uniformed Certified Police Official for oversight of your event.
- E. No electric/gas/charcoal grills, etc.... Are permitted in or at the Facility.
- F. The space reserved for each particular function will not be used in excess of the normal seating capacity.
- G. Johnston Township will assume NO RESPONSIBILITY for lost or stolen articles. Patrons must comply with all decisions made by building supervisors.
- H. One adult chaperone is required in the room at all times for every 10 minors (under the age of 18).
- I. Caterers/patrons are responsible for bagging, fastening and removal of all trash throughout the rented area of the Facility and before the end of the reservation. Trash bags will be provided and proper disposal locations will be pointed out to the Lessee. Wash all tables thoroughly. Countertops, sinks, and refrigerator interior and exterior are to be left in spotless condition. Food and liquids dropped on the floor must be wiped up. Damage or additional "extra" cleanup will be billed directly to the Lessee.
- J. There shall be NO stapling, nailing, or permanent taping of anything to the walls, fixtures, furnishings, or premises.
- K. Any decorations, supplies, food, etc..., brought into the Facility are the responsibility of the Lessee and should be kept under watch. Lesser is NOT responsible for items missing from the premises.

Any questions should be directed to the Johnston Township Trustees Offices. Payment must be made in full at the time the Facility Request and Authorization of Rental is filed out.