

Valley Township Hall

Rental Contract and Liability Agreement

Please read and initial the following 12 items:

1. _____ Do not attach items in any way to walls, ceiling, light fixtures, doors, windows, cabinets, flooring, furniture or any other fixture.
2. _____ Return all furniture to its original position.
3. _____ No open flames other than candles briefly lit and extinguished on birthday cakes.
4. _____ No cooking of any kind, except warming of already cooked food.
5. _____ Place trash in the large lidded cans in the back of the kitchen.
*******NO LIQUIDS IN THE TRASH CANS PLEASE*******
6. _____ No alcoholic beverages, gambling or fundraising events are permitted on the premises.
7. _____ No smoking is permitted in the building. (Cigarette butts outside the building must be picked up when you leave.)
8. _____ Kitchen floor must be swept with the broom or dust mop and carpet vacuumed before you leave.
9. _____ Leave the building as clean as it was before your event.
10. _____ Do not leave the building unlocked. When your event is over, hang the Renter Key on the hook that's on the inside of the front door.
11. _____ The undersigned agrees to pay for any damage to township property and extra cleaning costs that are incurred because of event.
12. _____ The undersigned understands and hereby acknowledges that the Valley Township Board of Trustees and all officials, employees, and representatives of Valley Township shall not be responsible or liable for personal injury or property loss or damage occurring to persons or their guests or invitees while using the township hall for their own personal matters unrelated to the business of the Valley Township Board of Trustees.

The security deposit will be returned after the event, if the facility is left in its original condition and the above criteria are followed. Please allow 2 – 3 weeks for the return of your deposit.

Continued on back

The undersigned releases and discharges the Valley Township Board of Trustees and all officials, employees, and representative of Valley Township from any and all liability, claims, demands, injuries, actions, causes of action of any kind or nature whatsoever that might occur arising from the use of the township premises

Name: _____ Phone #: _____ Date: _____

Address: _____

Organization Name: _____

Event Date: _____ Event Time Begins : _____ Event Time Ends: _____

Deposit Amount \$ _____ Rental Amount \$ _____

SIGNATURE OF RESPONSIBLE PARTY: _____

Send the completed agreement form and a ***Money Order** for payment of rental fee and/or security deposit, payable to: Valley Township, P.O. 489, Lucasville, OH 45648. Payment and security deposit must be received prior to date of event.

***Payment must be made with a money order. We do not accept personal checks or cash.**

Community Building Contacts:

Kim Carrington, Caretaker 740-285-0031

David See, Trustee 740-464-4206

Larry Merritt, Trustee 740-352-3478

Danny Edwards, Trustee 740-464-2072

Lanette Wagner, Fiscal Officer 740-357-0003

*****The Community Building is available for rent from 9:00 a.m. until 9:00 p.m. You must have the building cleaned up and ready to leave no later than 9:00 p.m.*****

RENTAL PRICES

\$80.00 Rental Fee for Five (5) hours and an \$80.00 deposit

Additional Hours:

\$20.00 Rental Fee per additional hour

\$20.00 Deposit Fee per additional hour

Example: A Seven (7) hour rental would cost \$120.00 Rental Fee and a \$120 Deposit Fee

VALLEY TOWNSHIP COMMUNITY BUILDING
RENTAL CHECKLIST

The Valley Township Elected Officials are making this building available for use to the residents of Valley Township. So that we may continue to offer the rental of this building in the future, please use the following checklist to make sure you leave the building in the same condition it was in when you rented it.

Thank you,

David See, Chairman

Larry Merritt, Vice-Chairman

Danny Edwards, Trustee

Lanette Wagner, Fiscal Officer

1. ____ **Return all furniture to its original position.**
2. ____ **Take all food and trash with you when you leave. Additional trash bags are available in the custodian closet.**
3. ____ **Pick up all cigarette butts left on sidewalk, grass and parking lot.**
4. ____ **Sweep or dust mop the kitchen floor.**
5. ____ **Vacuum the carpet.**
6. ____ **Check the stove to make sure all burners and oven are turned off.**
7. ____ **Check refrigerator and freezer to make sure all your food and drinks are removed.**
8. ____ **Hang the Rental Key on the hook on the inside of the front door.**
9. ____ **Make sure all doors are locked.**
10. ____ **Call Kim @740-285-0031 to let her know you are out of the building.**

Thank You