

ODON COMMUNITY AND SENIOR CITIZENS CENTER

EVENT: _____

DATE(s) OF RENTAL: _____ TIME OF EVENT : _____

FEE: _____ DEPOSIT: _____ [] Returned

- | | |
|---|----------|
| <input type="checkbox"/> Large Meeting Room and Kitchen | \$225.00 |
| <input type="checkbox"/> Damage Deposit | \$100.00 |
| <input type="checkbox"/> Additional days for setup, etc. (rate per day) | \$ 50.00 |
| <input type="checkbox"/> Special rate for Large Meeting Room and Kitchen
(Monday—Thursday) | \$125.00 |
| <input type="checkbox"/> Special Rate (Monday– Thursday) Damage Deposit | \$50.00 |

(large room 230 occupancy) (small room 40 occupancy)

Keys returned (if not, deposit will not be returned) Key # _____

RENTER NAME: _____

ADDRESS: _____

PHONE: _____ DATE: _____

I, _____, have received a copy of the check-out procedures and assume responsibility for clean-up, maintenance and damage to the facility, and agree to forfeit my deposit and pay for any additional damages not covered by the deposit, if, upon inspection, it appears there was damage to the building or the building was not returned in accordance with the rules and terms of this agreement as attached.

ODON COMMUNITY AND SENIOR CITIZENS CENTER

1. RATES

Large Meeting Room and Kitchen	\$225.00
Additional days for set up, etc. (rate per day)	\$ 50.00
Damage deposit	\$100.00
Special Rate (Monday thru Thursday)	\$125.00
Special Rate (Mon thru Thurs) Damage Deposit	\$50.00

2. Reservations are made by contacting the Odon Clerk Treasurer or the Deputy/Utility Clerk at the Odon Town Hall.

3. Reservations may be made up to one year in advance.

4. No one under the age of 21 can rent the facility.

5. Full payment is to be made PRIOR to use of the facility. The Rental payment shall be paid at time of making the reservation, to secure the date and time of the rental. The Damage Deposit is to be paid at the time the key is picked up.

6. The Keys are to be picked up during the Town Hall regular business hours 7:30 a.m.— 4:00 p.m., Monday through Friday. If this is impossible, the renter must call to make special arrangements for pick-up and payment.

7. Cancellations are to be made 60 days in advance of the rental date in order to receive a refund.

8. Damages to the facility, including but not limited to walls, ceilings, floors, doors/windows, tables, chairs, electronic sound equipment, kitchen appliances/cabinets/utensils, bathroom fixtures, etc. will result in forfeiture of the deposit.

Additional damages not covered by the deposit will be billed to the renter.

9. Damages are to be reported to the Clerk/Treasurer or the Deputy/Utility Clerk at the Town Hall as soon as event is over or by 10:00 a.m. the following day. (812)636-4321.

10. Keys MUST be returned to the Clerk Treasurer or Deputy/Utility Clerk at the Town Hall by the end of the next working day.

11. If no damage is done, proper checkout procedures are completed, and the key is returned within the allowed time limit, the deposit will be mailed to the renter between 3 and 5 work days. Failure to complete check out procedures can result in the loss of 1/2 of the deposit for one item, or all of the deposit for more than one item not completed.

12. The building is **SMOKE-FREE, SMOKING is NOT ALLOWED inside**. Smoke only at designated areas. All cigarette butts must be put in designated areas or picked up and disposed of properly.

13. **IF SERVING ALCOHOL: Must have proof of insurance. Must have permit from the Alcohol and Tobacco Commission. Must have a licensed bartender to serve alcohol.** Minors are strictly forbidden any association with alcohol. Lessee serving alcohol shall not serve minors or uninvited guests. Rules/guidelines of the Indiana Alcohol and Tobacco Commission are to be followed.

ODON COMMUNITY AND SENIOR CITIZENS CENTER

14. All doors and windows in the building are to remain closed. This facility is heated and air-conditioned.
15. **Animals are Not allowed** inside the premises, unless otherwise arranged with the Town Council.
16. Youth groups or organizations holding events for their members or for the public must be properly chaperoned.
17. **When decorating, it is not permitted to staple, tape, glue, nail, or pin any decorations, pictures, balloons, etc. to any wall, door, table, or ceiling surface.**
18. All candle decorations or open flames must be pre-approved. If wax is spilled, it must be cleaned up immediately.
19. Any liquid spills must be mopped up as soon as possible.
20. All tables and chairs (that were used during event) must be wiped clean and returned to original position.
21. When using tables, they must be covered with paper, plastic, or linens to prevent damage.
22. No chairs or tables are to be taken outside the building.

CHECK OUT PROCEDURES

- [] **Garbage MUST be bagged, TIED SHUT, and put in the dumpster OUTSIDE the building in the back.**
- [] **All leftover foods must be removed from building. All used cups, plates, utensils, table-covers, and food remnants, etc. must be removed. All decorations, etc. must also be removed from the building. A Dumpster is provided for all trash. (Trash bags are provided for this.) Everything should be removed from the refrigerators. Do not leave leftover food for someone else to discard.**
- [] **Everything that belongs to the renter, must be removed from the building and the outside premises when you leave (the building may be rented the following morning), unless prior arrangements have been made.**
- [] **All trash, cans, decorations, etc. must be picked up from the parking lot and grounds and put in TIED bags and placed in the dumpster behind the building.**
- [] **If kitchen appliances, utensils, etc. are used, they must be cleaned. Dishes, pans, silverware, coffee pots, etc. must be washed and put away.**
- [] **All lights are to be turned OFF, doors LOCKED, and heat/ac set BACK to temperature stated near the thermostat in before leaving the facility.** Thermostat for Lg meeting room by serving window to, thermostat for kitchen is located in small meeting room on the east wall.
- [] **Empty trash in bathrooms. Check stalls for cleanliness. SHUT OFF LIGHTS.**

NO ONE is permitted in non-rented building areas.

Neither the Town, nor the Odon Town Council, nor their members are responsible for accidents that may occur preceding, during, or after rental of the facilities.