

South Adams Seniors, Inc.

825 Hendricks St. Berne, IN. 46711 ph 260-589-8877



RENTAL AGREEMENT SIDE A

Date Requested: _____ Time Requested: From _____ To _____

Name of Organization: _____ Email: _____

Responsible Person of Organization: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Purpose of meeting: _____ Number of people attending meeting _____

Number of round tables needed (tables will seat 8): _____ Number of chairs needed: _____

Number of serving tables needed (rectangle long): _____ Memorabilia tables: _____

Number of tables needed in foyer (rectangle long): _____ (small square): _____ Number of chairs needed: _____

Circle if you need to use the following: Coffee pot Podium Punch Bowl Microphone Piano

Circle if you are renting the following: Catering Room (\$25 extra) Video Equipment (\$25 extra)

Responsibilities and conditions of Renter: Bring your own dishcloths, dish towels, and detergent. Wash all tables, counters, and vacuum the carpeting. Damage to the premises, equipment or failure to return key will result in forfeiture of deposit. (see item 13 on side B of this Rental Agreement)

Rental Fee: _____ Each 4 hours or part thereof at \$75.00

Catering Room: _____ \$25

Video Equipment: _____ \$25

Security Deposit: _____ \$50 - To be returned within 5 working days, subject to item 13 on Side B.

Total: _____ Check # _____ Amount of Check: _____ or Cash: _____

Make check payable to South Adams Seniors, Inc.

Renting Organization Signature: _____ Date: _____

Facility Director's Signature confirms reservation: _____ Date: _____

Rules and regulations are on Side B, the back of this agreement and are a part of this contract.

South Adams Seniors, Inc.

825 Hendricks St. Berne, IN. 46711 ph 260-589-8877



RENTAL AGREEMENT SIDE B

South Adams Seniors, Inc. is pleased to rent responsible families and organizations the use of this building. The rules and regulations are listed below and we request that you help us preserve this facility for the years ahead.

Rules and Regulations for renting the South Adams Senior Center

1. Smoking is not permitted in the building.
2. Storing or consuming alcohol in the building or on the premises is prohibited.
3. Large oversize signs require approval of the facility Director.
4. Scotch tape or other types of adhesives are not permitted for use on the walls.
5. South Adams Seniors, Inc. is not responsible for accidents occurring in the building or on the premises.
6. South Adams Seniors, Inc. is not responsible for items left in the building or on the premises.
7. Rollerblading is not allowed on the premises.
8. Children attending activities are to be supervised at all times. Running is prohibited.
9. Parking in the driveway is for loading and unloading only. Parking is available in marked spots.
10. Closing time for rented activities is 10 p.m.
11. Keys to the premises shall be the responsibility of the person signing the rental agreement and shall be deposited in the box provided, when the facility is vacated.
12. Rooms are to be left as found. Tables and chairs are to be put back as found. Please do not stack chairs. All tables and counters are to be cleaned and washed. A vacuum cleaner is provided to vacuum floor. Place all trash in provided containers. A dumpster is available in the parking lot.
13. Security deposit will be returned within five days, subject to facility inspection. Failure to return key in box, failing to clean, or damage of facility will result in loss of security deposit.
14. Rental rates are for single events, not to exceed one calendar day unless agreed upon by the facility director.
15. South Adams Seniors, Inc. reserves the right to refuse future use of the facility and equipment to any group or organization that disregards the rules and regulations. All rules and fees are subject to change.
16. To protect our carpet, (the following liquids are prohibited: red/grape pop or punch).