

**JOSIE REINHART COMMUNITY CENTER RENTAL AGREEMENT
NORTHWOOD MUNICIPAL COMPLEX**

This request is made at Northwood, Ohio, this _____ day of _____, 20____, between the City of Northwood, and _____, hereinafter renter.

In consideration of the promises set forth herein, the parties agree that:

The City of Northwood hereby rent to _____, the Northwood Josie Reinhart Community Center, in the Northwood Municipal Complex.

REQUESTED DATE FOR RENTAL: _____

TIME OF USE: From: _____ To: _____

NOTE: The Josie Reinhart Community Center can be used from 5:00 p.m. to 10:00 p.m. on Mon thru Fridays and 10:00 a.m. to 10:00 p.m. Saturday and Sunday. Renters are not allowed in the building prior to or after the times specified in this agreement.

Monday thru Friday Rental
Residents \$50.00 plus deposit
Non-Residents \$100.00 plus deposit

SECURITY DEPOSIT: = \$200.00

UNDER NO CONDITIONS THE HALL IS ALLOWED TO BE RENTED AND NOT BE USED BY THE RENTER. DEPOSIT WILL NOT BE RETURNED TO THE PERSON SIGNING CONTRACT IF FOUND THAT HALL WAS GIVEN TO ANOTHER PERSON.

THE SECURITY DEPOSIT WILL BE HELD WITH THE RENTAL FORM UNTIL THE JOSIE REINHART COMMUNITY CENTER KEY IS RETURNED AND THE BUILDING MAINTENANCE STAFF HAS VERIFIED THAT THERE IS NO DAMAGE TO THE COMMUNITY ROOM FACILITY. CHARGES FOR ANY DAMAGE WILL BE ASSESSED SEPARATELY.

Name _____
Date

Address

_____/_____
Phone No. Home Business Occasion / No. Attending

RULES AND REGULATIONS FOR COMMUNITY ROOM USE:

1. Renters have exclusive use only of the Josie Reinhart Community Center and facilities provided within. Please note: There are no utensils, dishes, pans, or coffee makers available for use. The Josie Reinhart Community Center has folding tables (to remain upright position) and chairs to provide seating for approximately 75-80 people. Renters must put chairs up and take them down. Tables stay up. The Fire Department has determined the maximum capacity to be 120 people.

***PLEASE SEE OTHER SIDE**

2. Damages incurred will be the responsibility of the renter.
3. DO NOT STAND ON CHAIRS OR TABLES PROVIDED TO PUT UP DECORATIONS. PLEASE BRING YOUR OWN STOOL OR STEPLADDER.
4. Floors should be swept, if necessary. A broom and dust mop will be made available in the kitchen area. PLEASE BE NEAT! CONFETTI IS NOT ALLOWED IN HALL.
5. All refuse must be contained within trash bag liners provided by the City. The bags are kept under the kitchen sink. The City's maintenance staff will dispose of all trash bags. Please leave bags inside by the door before leaving.
6. **NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES.**
7. **NO SMOKING IS ALLOWED INSIDE THE COMMUNITY ROOM.**
8. Please remember to turn all lights out and lock the door when you leave.
9. **ABSOLUTLY NO CONFETTI ALLOWED TO BE USED IN THE JOSIE REINHART COMMUNITY CENTER. DEPOSIT WILL NOT BE RETURNED IF USED.**

Contact for emergency or questions for the hall rental:

Julie Jagodzinski – City/Council Clerk 419-690-1621 or 419-350-6815
John Laugerman- Maintenance Supervisor – 419-705-8855

FAILURE TO ABIDE BY THE RULES AND REGULATIONS WILL RESULT IN THE LOSS OF THE SECURITY DEPOSIT PLUS ANY ADDITIONAL COSTS NECESSARY TO REPAIR DAMAGES OR REPLACE PROPERTY AND/OR POSSIBLE FUTURE USE OF THE JOSIE REINHART COMMUNITY CENTER FACILITY.

KEYS CAN BE PICKED UP FROM THE POLICE DISPATCH CENTER AT THE SPECIFIED BEGINNING TIME OF USE LISTED IN THIS CONTRACT AND ONLY BY THE PERSON THAT SIGNED THIS CONTRACT.

KEYS CAN BE RETURNED TO THE POLICE DISPATCH CENTER AFTER RENTER IS FINISHED WITH THE ROOM, OR BY THE ENDING RENTAL TIME. IF THE KEYS ARE NOT RETURNED WITHIN TWO (2) BUSINESS DAYS, THE DEPOSIT WILL BE FORFEITED.

Refund Policy: Cancellations must be made two (2) business days prior to event or the rental fee and deposit will both be forfeited

I have received and understand the rules and regulations as stated on this Josie Reinhart Community Center Rental Agreement Form. I realize that failure to abide by the rules as stated or any damage to the Josie Reinhart Community Center or building during the time of my rental, will result in the loss of my \$100.00 security deposit and any additional costs determined to be necessary by the City Administration to cover the repair or replacement of damaged property. I further understand that failure to abide by the rules and regulations as stated could also result in my being prohibited from renting the Josie Reinhart Community Center in the future.

TERMS APPROVED AND ACCEPTED:

Signature (Renter)

Date

Signature (City of Northwood)

Date

FOR OFFICE USE ONLY:

APPROVED ON: _____
Date City Employee

DEPOSIT RECEIVED AND RENTAL FEE PAID: _____
Date

KEY RETURNED: _____ DEPOSIT RETURNED: _____
Date Date

Deposit not returned for the following reasons: _____

Attest: _____
City Employee's Signature/Title

Revised 9/12/11 DJH