



SCOUT HALL RENTAL AGREEMENT
AS PER INDIANA BUILDING CODE MAXIMUM OCCUPANCY IS NOT TO EXCEED 160 PERSONS

Payment is required within five days of reservation. Refunds will be granted (less 20% administration fee) with atleast 15 days written notice. **A key deposit of \$50 is required to pick up the building key. This may be done 1-2 business days prior to your rental date.** Your deposit will be refunded when you return the key (no later than the second business day following rental) provided nothing is damaged and the building is left in good condition. **Any charges incurred due to damage of the facility, additional cleaning, or violation of any item on the WHEN YOU Arrive or Before You Leave/Clean Up List will be deducted from your deposit. You will be invoiced for charges which exceed the \$50 deposit.**

Name of Rental Party or Group/Organization Representative

Street Address City State Zip

Area Code Home Phone No

Area Code Cell Phone No

E-mail Address

Rental Date: Day of Week Month Day Year
 Type of Event: Estimated Attendance: (Circle One)
 8:00 a.m.-4:00 p.m.
 or
 4:30-11:00 p.m.

WHEN YOU ARRIVE:

1. Use our facility as if it were your own. Parking is restricted to the designated area only. A refrigerator, stove, microwave and coffee maker are available for your use.
2. Additional tables/chairs are located in the Storage Room. Please return them exactly where you found them.
3. **Attaching decorations and/or signs to the ceiling or ceiling fans is prohibited.**
4. **SMOKING and ALCOHOLIC BEVERAGES are strictly PROHIBITED** in this facility!
5. Guests must leave the facility **by 11 p.m.** One additional hour is allowed to complete the **BEFORE YOU LEAVE/CLEAN UP LIST:**

BEFORE YOU LEAVE/CLEAN UP LIST:

1. Use the diagram on the reverse side of this contract for proper set-up/storage of tables and chairs.
2. Clean the kitchen area if you used it during your rental time (Sweep/mop floor, wipe off counters/stove, wash/put away utensils).
3. Sweep/mop main floor if necessary-Remove any tape/adhesive from walls/tables/floors. Cleaning supplies located in Men's restroom.
4. Empty all trash cans and reline them with the extra bags left in the bottom of each can. Put trash in dumpster outside as you leave.
5. Flush all toilets and return all cleaning supplies to their proper storage places.
6. Make sure all lights are turned off, all windows are shut and locked, and all **FOUR** doors/exits are **locked** when you leave.

I have read the above rules/instructions and agree to follow them. I agree to take full responsibility for any cleaning and/or repair or replacement costs caused by failure to follow the above outlined rules and/or due to actions of individuals attending the event.

Organization/Group Representative Date Parks & Recreation Staff Date

Rental Fee:
 Sales Tax (7%):
 Total Due:
 Date Paid:
 Cash/Check No
 Receipt No.

2011 SCOUT HALL RENTAL FEE SCHEDULE				
	Resident Half Day	Resident Full Day	Non-Resident Half Day	Non-Resident Full Day
Rental Fee	75.00	145.00	99.00	195.00
Tax	5.25	10.15	6.93	13.65
Total	80.25	155.15	105.93	208.65

\$50 Key Deposit Paid	Date:	Check No. _____ or Cash
\$50 Key Deposit Returned	Date:	Check No. _____ or Cash