

**TOWN OF CLOVERLAND BUILDING RENTAL AGREEMENT**

The Town of Cloverland, hereinafter referred to as the LESSOR, does hereby lease and demise the possession and use of the Town Hall and Facilities including use of furniture, heating and lighting on \_\_\_\_ day of \_\_\_\_\_, 20\_\_ for the period of \_\_\_\_ hours, from \_\_\_\_\_ to \_\_\_\_\_.

That \_\_\_\_\_, hereinafter referred to as the LESSEE, Agrees to pay as rent for the above rental period the sum of \$ \_\_\_\_\_. Said sum shall be paid in advance, prior to the commencement of the rental period.

RENTAL FEE: Residents \$50.00 Security Deposit. Non-Residents \$50.00 rent and \$100.00 Deposit. Government groups no charge. \$100.00 charge for any lost keys.

That Lessee agrees not to use staples, nails, or any tape on any painted surface or ceiling to anchor decorations. Masking tape can be used, but only on the trim boards.

The Lessee agrees that they will not prop open the automatic door because such activity will damage the door. The door by the kitchen may be propped open if needed.

The Lessee agrees to surrender the premises at the end of the rental period in as good a condition as at the commencement of the rental period, including and removal of any decorations, debris, or other material deposited or left by the LESSEE during the rental period. Said clean up shall be completed by noon on the day following the rental period.

The Lessee also understands that the Cloverland Town Hall is a SMOKE-FREE building. Smokers may smoke outside, but smoking inside will not be permitted under any circumstances.

## CHECK LIST OF RULES.

1. Absolutely no smoking inside the building as mandated by Federal Law.
2. The thermostat, depending on the season, must have the heat turned to 60 degrees or the air-conditioning turned to 75 degrees.
3. Kitchen, main hall, vestibule and bathrooms have been cleaned, including removal of all tape and the floors swept and mopped. Kitchen includes the refrigerator, stove, microwave, counters, tables, dishes, and sinks
4. All garbage is removed from premises and outside grounds are free of all litter.
5. Tables and chairs are neatly stacked and put away.
6. Lights are turned off All windows are closed and all doors are locked. ( Bathrooms, storage and furnace rooms lights are on motion detectors and will automatically turn themselves off.)
7. Keys the keys may be obtained one (1) day prior to use and returned in the same allotted time. A \$100.00 re-keying charge will apply for any lost keys.

I, (we) the undersigned, as contact person (s) for the group using the Cloverland Town Hall, understand and agree that the town shall bear no liability risk as the result of such use by this group and guests. We, the undersigned, also understand that we may purchase insurance to cover any risk injury and liability. Further, we the undersigned, also acknowledge that we are responsible for the facility maintenance immediately before, during and immediately after the event. No sale of alcoholic beverages is permitted without a license, and no illegal activity will occur at the site. FINALLY, we the undersigned, agree to defend against any such related claim(s) made against the town as a result of our group event. We also agree to notify the town immediately upon discovery of any known structural defect to the facility and/or equipment or injury to any person in attendance.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name\_\_\_\_\_

Cloverland Resident? \_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ email address\_\_\_\_\_

Town of Cloverland, LESSOR\_\_\_\_\_

Date\_\_\_\_\_

LESSEE\_\_\_\_\_

Date\_\_\_\_\_

KEY NUMBER CHECKED OUT\_\_\_\_\_

Date\_\_\_\_\_

Date Returned\_\_\_\_\_

Date Town Hall checked\_\_\_\_\_

Deposit/rent amount\_\_\_\_\_ Amount returned\_\_\_\_\_ Date\_\_\_\_\_

Town official Signature\_\_\_\_\_