



West Jay Community Center Building Rental Agreement

This agreement is made and entered into this _____ day of _____, 20____
upon the terms set forth by the West Jay Community Center, Inc., an Indiana Not-for-
Profit Corporation (herein after referred to as "lessor") and
_____ (herein after referred to as "Lessee").

Date of Event: _____

Arrival time _____ Event time _____ to _____ Departure time _____

Room: _____ Multi-Purpose Room	Activity Type: _____ Basketball, Volleyball
_____ Conference Room	_____ Birthday Party
_____ Gymnasium	_____ Meeting
_____ Kitchen Full or Limited	_____ Training
	_____ Dinner/Reception
	_____ Family Reunion
	_____ Shower
	_____ Other: _____

Key Set # _____

Name of Responsible Party: _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Rental Conditions

Rentals are on a first come, first serve basis. The rental agreement must be signed by both parties and the deposit must be made before the building is considered reserved. It may be rented to another party if the above stipulations have not been met. Rental fees are due two weeks before the event.

The rental rates are quoted for a specific time and includes set up, tear down and clean-up. Rental of the building is for a particular day and does not include set up the day before the event or tear down the day after.

Cancellations must be made one week prior to the event. Failure to do so will result in forfeiture of deposit. If a conflict should arise after the agreement is made, the West Jay Community Center related use will take precedence.

The deposit will be refunded within two weeks of the event date if no damage occurs to the leased property and if clean-up is completed. If damage occurs or additional clean-



up is required, the cost will be charged against the deposit. If the charges exceed the deposit, the lessee is responsible for the excess cost of the repairs and/or clean-up including labor.

Arrangements to pick up and return keys will be made between the Administrator/Athletic Director and the lessee. If lessee forgets to pick up keys the last business day before the scheduled event, lessee will forfeit room rental and will not have access to the WJCC building for the planned event. Loss of keys will result in the lessee paying for rekeying of WJCC building. Building not being locked will result in deposit forfeiture plus any damages that may occur to the building.

Alcohol and smoking are prohibited in the building or on the grounds at all times.

Animals, with the exception of service animals, are not permitted in the building.

Removal of equipment and/or fixtures is prohibited. This includes, but is not limited to, tables and chairs, electronics, or any equipment within the building.

Decorations may be put up with scotch tape or masking tape. No staples, nails or tacks are to be used in or on the building or furnishings.

Lessee is expected to leave the premises in as good as condition as when he/she arrived. Trash should be placed in the dumpster outside the kitchen door.

I understand that I am financially liable for any damage to the building/equipment that occurs during the hours of my rental.

This agreement is made upon the terms set forth in the West Jay Community Center, Inc. conditions for building use which lessee hereby agrees to abide by.

This agreement is not transferable and the lessee is responsible for the maintenance of order and for any damage to the building or equipment.

Signed:_____Date:_____

WJCC Administrator_____Date:_____

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Deposit Amount (due at signing) _____

Rental Amount (due two weeks before event)_____