

**VILLAGE OF BAILY LAKES
CARPENTER HALL
RENTAL AGREEMENT/RULES & REGULATIONS**

1. The renter will be responsible to see that all rules and regulations be followed **WITH NO EXCEPTIONS.**
2. The renter will be responsible for the building and its contents, and damages to the building and/or its contents are the sole responsibility of the renter.
3. All functions must end by 1:00 a.m. and the building must be cleaned and secured by 2:00 a.m. The key must be returned by 9:00 a.m. the next day.
4. **NO** alcoholic beverages are allowed inside the building nor on Village premises. **Smoking** is not permitted inside the building. If smoking occurs outside the building the renter shall be responsible of disposing of all cigarette butts in the orange receptacle.
5. All exits must be unlocked and kept free of obstructions while occupied.
6. **No staples, tape, command strips, tacks, or nails shall be used to affix decorations to the walls, ceiling, building or contents. Tape may be used to affix decorations to tables and chairs but must be removed during cleanup of the hall.**
7. All trash shall be bagged and put in trash containers provided by the village and kept inside the building.
8. If kitchen is used, all equipment must be cleaned, including ovens, refrigerators, sink, et criteria, all appliances must be turned off, and equipment returned to original site.
9. Disorderly conduct will not be permitted on the premises at any time.
10. Tables, chairs, and carts shall be kept inside the building.
11. All tables and chairs shall be wiped down with HDX Solution, folded, and put away.
12. All lights shall be turned off prior to leaving.
13. No open flames allowed inside building.
14. All doors and windows must be securely locked prior to leaving.
15. Keys must be returned to Rental Coordinator by the following day or placed in Baily Lakes Water/Sewer Payment Box, located on the outside of the building, when leaving the building.
16. Occupancy is limited to 180 people. Overcrowding or admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The Fire Code official, upon finding any overcrowding conditions or obstructions in aisles, passageways or other means of egress, or upon finding any condition that constitutes a life safety hazard, shall be authorized to order the event to be stopped until such condition or obstruction is corrected. Code 107.5 Ohio Fire Code
17. The village recommends all occupants follow current CDC guidelines.
18. Please note if COVID 19 sanctions are re-enacted rental agreements may be nullified. In that case the Village will notify renter and refund their money within a reasonable amount of time.

The Village of Baily Lakes shall be held harmless and shall not be held responsible for actions taken by persons using this facility.

X _____ Renter Signature _____ Date

**VILLAGE OF BAILY LAKES
CARPENTER HALL – RENTAL AGREEMENT**

Rate: \$ 100.00 deposit required before building will be reserved.
\$ 75.00 for (4) hour rental.
\$ 150.00 per day shall be paid before renter is given key and access to the building.
\$ 25.00 for day before event for set up or day after event to clean up (if available).

Any rental cancelled within 48 hours of reserved date shall result in loss of deposit.

Deposit will be refunded after rental if all rules and regulations have been met, provided no damages have occurred.

The following amounts will be deducted if the rules and regulations are not followed:

Rules 3 through 8: \$25.00 deduction for each violation
Rules 10 through 15: total deposit will be forfeited

RENTER: _____ PURPOSE: _____

Address City State

Phone

Rental Coordinator: Pat Warner Phone: 419.606.3417

PERMITTED USE:

Date(s): _____ Time: _____

Renter agrees to comply with the rules of the Village for the use of this building and agree to not allow any violation of Federal, State, Municipal Statute or ordinance, or any Order of Government Agency concerning the use and safety of the property. Renter shall be fully responsible for any property damage or personal injury sustained by use of the building or premises. Renter agrees the Village of Baily Lakes shall not be liable for any injury or damage, and Renter will indemnify the Village for any such damage, by or the Renter, his/her guest or invitees.

The following rules shall apply to the use of "CARPENTER HALL": See attached sheet "VILLAGE OF BAILY LAKES CARPENTER HALL RENTAL AGREEMENT/RULES AND REGULATIONS".

\$100.00 is required before the building will be reserved. All payments are to be paid in full the week before receiving key and access to the building. Deposits will be returned after the event by the US mail less an amount sufficient to cover any damages to the Village of Baily Lakes as a result of this function.

Deposit of \$_____ has been paid with check number_____ cash (initial here)_____ on this date_____.

Key picked up: (date)_____

Renter Signature:_____ Date Signed:_____

For Village use only:

Deposit refunded: (date & initial)_____ Amount refunded: \$_____

Key returned: (date & initial)_____