



**RANGELINE COMMUNITY CENTER, INC**  
1405 N Rangeline Rd Anderson, IN 46012  
**FACILITY RENTAL TERMS & AGREEMENT**

Event Date \_\_\_\_\_ Monday – Tuesday – Wednesday – Thursday – Friday – Saturday – Sunday

Time In \_\_\_\_\_ Out \_\_\_\_\_ Number of People expected \_\_\_\_\_ Set up the day prior to event? Yes / No

LESSEE Name \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ Copy of Driver License required ATTACH TO LEASE

**A. AUDITORIUM** (The building must be vacated by 11:59 p.m. unless prior arrangements have been made in writing.)

Friday, Saturday, or Sunday:      Auditorium, Lounge & Kitchen      8 a.m. – 11:59 p.m. \$850.00 \_\_\_\_\_

                         Auditorium ONLY      8 a.m. – 11:59 p.m. \$650.00 \_\_\_\_\_

                         DAMAGE DEPOSIT      \$850.00 \_\_\_\_\_

Set-up Day Prior to the Event      (\$50 per hour) # hrs \_\_\_\_\_

**B. AUDITORIUM** (The building must be vacated by 11:59 p.m. unless prior arrangements have been made in writing.)

Monday – Thursday:      Auditorium, Lounge & Kitchen      8 a.m. – 11:59 p.m. \$650.00 \_\_\_\_\_

                         Auditorium ONLY      8 a.m. – 11:59 p.m. \$550.00 \_\_\_\_\_

                         DAMAGE DEPOSIT      \$850.00 \_\_\_\_\_

Set-up Day Prior to the Event      (\$50 per hour) # hrs \_\_\_\_\_

**C. LOUNGE & KITCHEN**

Monday – Sunday      Lounge & Kitchen      4 hours      \$180.00 \_\_\_\_\_

                         Kitchen only      4 hours      \$100.00 \_\_\_\_\_

                         DAMAGE DEPOSIT      \$200.00 \_\_\_\_\_

Additional Hours over agreement      Lounge      (\$25 per hour) # hrs \_\_\_\_\_

Initial the building area you wish to rent above:

Rental Area:      \$ \_\_\_\_\_

Set-up Fee:      \$ \_\_\_\_\_

Deposit Fee:      \$ \_\_\_\_\_      Date Paid: \_\_\_\_\_ Cash/Check # \_\_\_\_\_

Total Balance DUE:      \$ \_\_\_\_\_      Due Date: \_\_\_\_\_

Date Balance was Paid: \_\_\_\_\_      Cash or check # \_\_\_\_\_

I, the LESSEE: \_\_\_\_\_ acknowledge that I have read, understand, and agree to the terms of the rental agreement regarding damages, responsibilities, liability, price, payment & cancellation policy on page 2 of this agreement with my initials.

Lessee: \_\_\_\_\_ Name printed & Date \_\_\_\_\_

RCCI Rep \_\_\_\_\_ Name printed & Date \_\_\_\_\_

## Rental Terms and Agreement

This agreement made and entered into on \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ between Lessor, Rangeline Community Center, and Lessee, \_\_\_\_\_, hereby leases under the outlined terms and agreed conditions hereinafter stated the following described property in Madison County, State of Indiana, to wit: "Auditorium/Lounge/Kitchen":

*Please initial all the terms and agreed conditions.*

**SECURITY DEPOSIT/DAMAGES:** 1. The Full Deposit is due at the time of making your reservation for the date of your event. Balance of rental is due **two weeks prior** to event date. 2. The damage deposit covers minor damages to include/not limited to missing kitchen items or supplies, building clean-up not completed by the lessee, wall or door damages, unnecessary use of a fire extinguisher, trash, broken chairs/tables or glass clean-up in or outside the property, etc.; no balloons, no firearms in the building, do not tie anything to heating ducts or cables on the ceiling of the ballroom, no fireworks or pyrotechnic in or outside the building; Lessee or Guest – do not flush diapers or feminine products in toilets or the plumbing services cost will be deducted from the deposit. The Full Deposit will be refunded after a satisfactory building inspection has been completed of the facility including the outside of the property if no damages. 3. Per no damages incurred, the Full Deposit will be refunded within 14 days from the start of the event by U.S. Mail to the address on the Lease Agreement. 4. **Review building inspection sheet for clean-up charges.** If extensive property damages are incurred, the Rangeline Community Center reserves the right to contact a professional contractor to obtain a full estimate for the repairs and review if the deposit will cover said damages. Lessees understand and agree that they will be responsible for/liable to pay for all additional damages that may exceed the initial damage deposit caused by the Lessee or Lessee's guests. RCCI will require limited Event Insurance Policy to cover any damages over and above the deposit. If Lessees fail to provide said insurance proofs, they will be considered to be in breach of this contract and event will be canceled with no deposit refund.

**BUILDING USE:** The Lessee shall take good care of the premise and use the property for lawful and moral purposes only and will comply/conform to all State and local laws and ordinances in regards to the premises use INCLUDING noise ordinance: **no music after 10:00 outside the building.** If the police are called out due to noise ordinance, you will lose your deposit.

**PAYMENT/CANCELATION/NON-PAYMENT:** 1. The FULL rental fee MUST be paid in full within 30 days prior to your scheduled event date, or the chosen date will be placed back open/available for other rental opportunities, and you will forfeit the deposit. 2. You must cancel your event within 30 days of the schedule event date for a Full Deposit refund. If cancellation notice is LESS than 30 days, a partial or no refund may be issued.

**ALCOHOLIC BEVERAGES:** RCCI does not hold a liquor license, therefore, if Lessee plans to SELL any type of alcohol at their event, proof of insurance policy, copy of home owners insurance policy and contact information for the police officer (security) attending the event; in addition to copy of a one day permit for licensed bartender MUST be provided the day of event or alcohol will not be permitted. The Lessee agrees to obey the State of Indiana Liquor Laws. Absolutely no glass beverage bottles are allowed.

**INDEMNIFICATION:** Lessor shall not be held liable for any damages, lost, stolen, or injury of lessee or any other person/s, occurring on the said property or any part thereof, and lessee agrees to hold Lessor harmless from any damages, no matter what the cause.

**UNFORSEEN CIRCUMSTANCES:** In the event the said premises are destroyed by fire, natural disaster, or other unforeseen extreme damages or casualty, preventing the safe use of the facility for the purpose of a lease, the Lessee signed rental lease shall be TERMINATED for the reserved event dates and Lessee and Lessor shall have no further obligations or liabilities and hold no fault for the termination of contract. Rental fees and Deposit will be refunded.

**BREACH OF CONTRACT:** In the event of a breach of any part of the Terms and Conditions of the agreement by the Lessee and if collection or legal action should become necessary the Lessee agrees to be fully responsible for all costs of the collection, to include and not limited to attorney fees, court cost and judgements.