



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 Friday or Saturday, or Sunday:

Auditorium, Lounge & Kitchen	8 a.m. – 11:59 p.m. \$850	4 hours in a.m. or p.m. \$500
Auditorium & Kitchen	8 a.m. - 11:59 p.m. \$750	4 hours in a.m. or p.m. \$400
Auditorium ONLY	8 a.m. – 11:59 p.m. \$650	4 hours in a.m. or p.m. \$350
DAMAGE DEPOSIT		
Set up prior to or cleanup after the Event		equal to rent _____ (\$50 per hour) # hrs _____

B. AUDITORIUM Monday – Thursday:

Auditorium, Lounge & Kitchen	8 a.m. – 11:59 p.m. \$650	4 hours in a.m. or p.m. \$400
Auditorium ONLY	8 a.m. – 11:59 p.m. \$550	4 hours in a.m. or p.m. \$300
DAMAGE DEPOSIT		
Set-up Prior to or cleanup after the Event		equal to rent _____ (\$50 per hour) # hrs _____

C. LOUNGE & KITCHEN Sunday - Saturday

Lounge & Kitchen	8 a.m. - 11:59 p.m. \$350	4 hours in a.m. or p.m. \$180
Lounge ONLY	8.a.m. - 11:59 p.m. \$ 250	4 hours in a.m. or p.m. \$ 130
Kitchen ONLY	8 a.m. - 11:59 p.m. \$100	4 hours in a.m. or p.m. \$50
DAMAGE DEPOSIT		
Additional Hours over agreement		equal to rent _____ (\$25 per hour) # hrs _____

Initial the building area you wish to rent above:

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

Rental Area: \$ _____

Due Date: _____

Total Balance DUE: \$ _____

Cash or check # _____

Date Balance was Paid: _____

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 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 a 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 the 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 regard to the premises use INCLUDING noise ordinance: no music after 10:00 outside the building.** **If the building is not vacated by the hours stated, additional penalties may be imposed.**

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 2 weeks of the scheduled 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 outside the building. If alcoholic beverages are present at the event, then proof of liability insurance must be provided. Furthermore, approved security may be required, paid for by the Lessee.**

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.

UNFORESEEN 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.