

EAST TOLEDO SENIOR CENTER RENTAL PERMIT & INDEMNITY AGREEMENT

Deposit Paid: _____

Final Payment: _____

Reservation Information

DATE: _____

PURPOSE: _____

NUMBER EXPECTING IN GROUP _____

Contact Person

NAME: _____

ADDRESS: _____

C/S/Z: _____

PHONE: _____ Email _____

By signing this contract, I, _____ agree to that I am at least 21 years of age have received a copy of the Rental Guidelines and fully understand the rules and regulations outlined in the Guidelines and the Indemnity Agreement.

Renter's Signature/ Indemnity Agreement Signature

Date

ETSC Employee Signature

Date

EAST TOLEDO FAMILY CENTER & EAST TOLEDO SENIOR CENTER

INDEMNITY AGREEMENT

In consideration of the use of the facilities granted by the East Toledo Family Center, Inc., the users agree to save harmless the East Toledo Family Center Inc. and the East Toledo Senior Center and any and all loss, damage, costs and expenses which the East Toledo Family Center, Inc. and the East Toledo Senior Center and its directors, officers, employees, servants and agents of the East Toledo Family Center, Inc. and the East Toledo Senior Center may suffer, incur, be put on or pay by reason of including but not limited to the agents, servants, employees and members of the users and any invitees of these persons on account of property damage, personal injury or death shall include, but not be limited to damage, injury or death caused by or due to any of the following:

1. The sole negligence of the East Toledo Family Center, Inc. and the East Toledo Senior Center or any director, officer, member, employee, servant, or agent of such.
Initials_____

2. The sole negligence of user or any member, director, officer, employee, servant or agent of user and/or invitees of these persons.
Initials_____

3. The joint of concurrent negligence of users and/or any member, director, officer, employee, servant, agent, or user and/or invitees of these persons and any other entity or person including, but not limited to the East Toledo Family Center, Inc. and the East Toledo Senior Center and/or any director, officer, employee, servant and/or agent of the East Toledo Family Center, Inc. or East Toledo Senior Center.
Initials_____

4. The condition of the premises and/or equipment latent or otherwise, as improved or in its natural state. This agreement shall survive despite any adverse ruling against the East Toledo Family Center, Inc. and the East Toledo Senior Center concerning said agreement.
Initials_____

EAST TOLEDO SENIOR CENTER
RENTAL GUIDELINES

Visit <https://easttoledoseniorcenter.org/hall-rental-info> to find dates that are available.

The East Toledo Senior Center is available to individuals or groups for meetings, seminars, workshops, orientations, reunions, parties, showers, lectures, receptions, etc. **WITH THE EXCEPTIONS OF FUND RAISING, COMMERCIAL OR FOR PARTISAN DEMONSTRATIONS. We do not accept online bookings please call 419-691-2254 ext. 205 to make an appointment to fill out paperwork and pay your deposit. M-F 8am to 2pm**

INITIALS _____

The East Toledo Senior Center is open for rentals for groups of 125 or less. The accommodations include seating and 12 round tables for 96 individuals, a refrigerator, gas stove, microwave, and sink. The following are the general guidelines and responsibilities that are to be followed by the renter.

1. **Rental Times:** Friday 4:00 p.m.-10:00 p.m.
Saturday or Sunday 9:00 a.m.-10:00 p.m.

INITIALS _____

Rental Rates:**

- Friday's 5:30 p.m-10:00 p.m. \$200.00 Includes \$100 Deposit
Saturday & Sunday 9:00 a.m.-10:00 p.m. \$275.00 Includes \$100 Deposit

INITIALS _____

****Includes a \$100.00 deposit that will be returned by a company check within 14-31 business days after your rental date and the inspection of hall for damages and cleanliness.**

INITIALS _____

Rentals will be on a first pay, first serve basis. No rentals are offered on holidays.

INITIALS _____

2. To secure your date, the \$100 deposit must be paid at time of completing the contract. The balance must be paid no later than 2:00 P.M. the Friday before your rental. Keys will not be given out any earlier. There is a key waver that **MUST** be signed before you will receive the key. There is a key return box on the wall across from the desk in the main room. Please put the key in the box when leaving for the night. If you forget, the key **MUST** be returned no later than 2 P.M. on Monday. If you do not return the key you will forfeit your entire \$100 deposit. **The renter must be present in the building for the duration of the rental. Leaving the premises unattended will result in a permanent ban on using the building for rentals and the forfeiture of your deposit.** INITIALS _____

3. **On the day of your rental you MUST call either Derek or Brenda at least 1 hour before you plan on entering the building so the alarm can be disarmed.** If you set off the alarm and the police are dispatched you will be billed for the cost. This can range from \$300 to \$500 each time they are dispatched for a non-emergency situation.

INITIALS _____

4. If cancellation is made at least 30 days prior to rental date, all monies paid, including deposit will be returned **minus a \$25 administrative fee**. Cancellation made less than 30 days before rental date will forfeit the \$100.00 deposit unless date can be rented out. If we are able to re-rent the hall for that date, all monies paid, including the deposit will be returned **minus a \$25 administrative fee**. Only the person signing the agreement will be allowed to make the cancellation, which must be done in person, along with a written statement. Picture I.D. will be required. *Return payments will be made by company check within 14 to 31 business days of written cancellation.* INITIALS _____

5. All date changes must be made in person, along with a written statement. Picture I.D. is required.

INITIALS _____

6. **Alcoholic beverages and illegal chemical substances are NOT permitted. The police do random patrol checks and have the authority to ask you to vacate the premises if you do not abide by this rule.** INITIALS _____

7. **Smoking inside the Shelter House is NOT permitted.** INITIALS _____

8. The premises are to be left in the same conditions as when entered. The first rental of the weekend must set the tables up and the last rental of the weekend must put tables away. If you are the only rental of the weekend, you will be asked to put tables and chairs back to how you found them (see laminated photos on the front desk). If tables

and chairs are not put back in a reasonable manor (as close to the examples photos as possible), \$25-\$50 of your deposit will be forfeited. Tables and chairs are to be wiped off, garbage is to be put in the dumpster, all counters in the kitchen are to be wiped off, sinks left cleaned of any debris, stove, oven and microwave are to be cleaned inside and out, and all spills on the floor are to be mopped up. Trash receptacles are available throughout the Shelter House. **PLEASE PROVIDE YOUR OWN TRASH BAGS.** If anything is damaged, missing or left dirty, you will be responsible for the repair or replacement or cleaning of the item(s) by forfeiting the \$100.00 deposit. If items damaged or missing are valued over \$100.00, you will be billed for the balance. If any damages or dirtiness are found, pictures will be taken as proof of why your deposit is being forfeited. **INITIALS** _____

- 9. Decorations are acceptable. Nothing should be hung from the ceiling fans. Use only tape to hang decorations or to put table coverings (no thumbtacks or staples). If you use balloons, they must be secure. If they get up into the ceiling fans, you will forfeit your \$100 deposit. Make sure that all tape is removed when cleaning. **NO CONFETTI-STYLE DECORATIONS ARE ACCEPTABLE. If confetti, glitter or sequin style decorations are used and pieces are left behind you will forfeit your entire deposit.** **INITIALS** _____
- 10. If the emergency fire alarm in the kitchen is set off without an emergency, whether is be accidentally or on purpose, you will be charged for clean up and re-charging of fire suppression system by forfeiture of your \$100.00 as well as a bill for the remainder of the cost, which could exceed \$1,000.00. **INITIALS** _____
- 11. **NO RENTAL EQUIPMENT ALLOWED! NO EXCEPTIONS! Example: (BLOW-UP HOUSES, RIDES, MOBILE PETTING ZOOS, WATER SLIDES, ETC. THIS INCLUDES INSIDE AND OUTSIDE. NO PERSONAL (INFLATABLES, RIDES, PETTING ZOOS, WATER SLIDES, ETC.) ARE PERMITTED EITHER. THIS INCLUDES INSIDE AND OUTSIDE. NO FOOD TRUCKS OR MOBILE BARBECUE VENUES ARE PERMITTED.** **INITIALS** _____
- 12. Lighted parking is provided in front of building. There is also parking on the side of the building. **INITIALS** _____
- 13. The representative signing this agreement must be at least 21 years of age, accepts full responsibility for the orderly conduct of persons attending the function, and agrees to abide by these guidelines. Once again, the representative must be here for the opening, closing and duration of the Shelterhouse rental. The East Toledo Family Center/Senior Center has full authority to ask you to vacate the premises if you do not abide by these rules. **INITIALS** _____

WHO TO CONTACT 1 HOUR BEFORE RENTAL

INITIALS _____

Derek 419-564-9308 Call or text first
 Brenda 419-917-6354 Text before calling and only if Derek does not respond.

EMERGENCY NUMBERS:

INITIALS

(ONLY TO BE USED IF THERE IS AN EMERGENCY DURING RENTAL TIME.)

Derek 419-564-9308
 Patty Downing 419-322-9635
 Brenda Holdren 419-917-6354
 Police/Fire 911
 East Toledo Family Center 419-691-1429

FINAL INSPECTION (Sample)

Main Room: _____
 Kitchen: _____ Refrigerator: _____ Stove: _____ Floor: _____ Counters: _____ Sinks: _____
 Restrooms: Clean: _____ Window Blinds Undamaged _____
 Comments: _____

Example of Final Inspection

 Renter's Signature

 ETSC Employee Signature