

Sherman Township Community Hall Rental and Lease Agreement

Use of community hall is available on first come, first serve basis to all township residents 21-years or older. Agreement is for either a rental (30 days or less) or a lease (more than 30 days) of the hall. Any resident, or non-commercial organization sponsored by a resident, that completes this agreement is subject to the terms and provisions of this agreement as well as all laws, rules and regulations of the State, County, and Township.

Today's Date: _____ Date(s) of Use: _____

Person or Organization: _____

Address: _____

Cell: _____ Home: _____ Email: _____

Type of Event: _____ Public Event: YES ___ NO ___

The person or organization named above, hereafter called "Tenant", hereby leases from Sherman Township the Community Hall, hereafter called "Hall".

Deposit: Tenant shall pay a \$50 refundable deposit and agrees to abide by all rules set forth at the time of execution of this agreement. Upon full performance by the Tenant of all of the obligations due under this agreement, the deposit shall be returned to the Tenant.

Cancellation: Tenant must notify Sherman Township in writing, or email, at least five (5) days prior to their event of a cancellation or they will forfeit \$25 of the deposit.

Rules: Tenant shall abide by Hall usage rules, posted in the Hall and attached to this agreement, concerning use and cleanup of the Hall.

Liability: Tenant agrees to indemnify and hold harmless Sherman Township and it's officials, appointees, and employees from any and all loss, cost, damage or expense arising out of injury to any person or damage to any property whosoever or whatsoever associated with the Hall use.

Property: Tenant shall be responsible to pay for repair of any damage, other than ordinary wear and tear, caused to the Hall while being used by the tenant or any other person acting under the authority of, guest of, agent of, employee of or in concert with the tenant.

Insurance: Tenant using the Hall for a public, non-private, event shall obtain and provide a certificate of general liability insurance in the amount of \$1,000,000, with Sherman Township as coinsured, for day(s) of the event.

Possession: Sherman Township shall provide the Tenant access key(s) to the Hall on the first day of the use. Tenant is to return key(s) to Sherman Township within two (2) days following the last day of use.

Sub-agreements: Tenant shall not assign, transfer or sublet this agreement or any part thereof, without the written consent of Sherman Township.

I, the undersigned do hereby acknowledge, represent, and warrant that I have read the above terms and provisions of this agreement, that I understand them, and that I agree to abide by the terms, conditions and usage rules attached to this agreement.

Signature of Tenant _____
Date

For Township Use Only

Date scheduled: _____ Insurance: _____ Key(s): _____

Deposit Amount: _____ Date Deposit Paid: _____ Date Deposit Returned: _____

Sherman Township Community Hall Usage Rules

1. Alcoholic beverages not allowed.
2. No nails, tacks, adhesives glues, removable fasteners, or tape can be used on the walls.
3. Clean and return all township property to designated storage spaces.
4. Keep access to emergency exits open at all times.
5. Stove, refrigerator, microwave and all countertops cleaned.
6. Restrooms cleaned and supplies replenished.
7. Spills on floors to be damp mopped.
8. All floors swept and damp mopped after usage.
9. Tenant responsible for removal and proper disposal of trash.
10. Flame-lit candles not allowed.
11. Pets not allowed; certified service animals are permitted.
12. Smoking not allowed.
13. Functions end by 11:00 PM.

I, the undersigned do hereby acknowledge, represent, and warrant that I have read the above terms and provisions of this agreement, that I understand them, and that I agree to abide by the terms, conditions and rental rules attached to this agreement.

Signature of Tenant

Date