

# Chatham Township Community Center (CTCC) Rental Agreement

\*\*\*\* Please make checks payable to: Chatham Township \*\*\*\*

Reservation date \_\_\_\_\_ Time: Begin \_\_\_\_\_ End \_\_\_\_\_  
Requested Room(s) \_\_\_\_\_ Gym \_\_\_\_\_ Kitchen \_\_\_\_\_ Pavilion \_\_\_\_\_  
Deposit \_\_\_\_\_ Key Deposit \_\_\_\_\_ Rental Fee \_\_\_\_\_ Cleaning Fee \_\_\_\_\_  
Name or Organization \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
Activity \_\_\_\_\_ Number in Party \_\_\_\_\_

Is liquor to be served (Circle One) Yes No (The sale of liquor on the premises is prohibited)

### INDEMNIFICATION AGREEMENT

\_\_\_\_\_ agrees to defend, indemnify and hold harmless Chatham Township, Medina County from any claim demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from Chatham Township, Medina County by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of this activity.

### THE RENTER AGREES:

1. To provide a certificate of insurance to Chatham Township listing Chatham Township as a certificate holder and additional insured in an amount not less than \$1,000,000 for organizations, \$300,000 for individuals.
2. To not permit gambling on the premises.
3. To accept the premises in its present condition and return it in the like condition.
4. To use only the designated building, kitchen facilities and restrooms.
5. To clean the premises and place all refuse in containers provided.
6. To return all property to the designated storage places.
7. To reimburse Chatham Township for any damages to premises, buildings or equipment.
8. No personal property shall be on the premises other than during the rental period.
9. To vacate the property at the scheduled time.
10. That all rental fees and deposits are to be paid in full upon the execution of this agreement.
11. That all cancellations must be made at least 72 hours before a scheduled event.
12. A key to the building is used only to enter at scheduled times and will be promptly returned when the rental period has ended.
13. That failure to comply with the above conditions may result in a forfeiture of their security deposit
14. To forfeit any rental fees paid for time not used.
15. To allow us to save any rental or deposit refund amount less than \$5 for future use.

I have read, understand, and agree to abide by the terms of the above agreement.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certificate of Insurance received \_\_\_\_\_

Security Deposit: \$ 125.00 Gym (\$250 if alcohol is served) Check Number \_\_\_\_\_ Receipt Number \_\_\_\_\_

Security Deposit: \$ 25.00 Meeting Room/Kitchen Check Number \_\_\_\_\_ Receipt Number \_\_\_\_\_

Key Deposit: \$ 40.00 Key Number \_\_\_\_\_ Check Number \_\_\_\_\_ Receipt Number \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Receipt Number \_\_\_\_\_

Cleaning Fee: \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Receipt Number \_\_\_\_\_

Total: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By \_\_\_\_\_

Facility inspected after event by \_\_\_\_\_ Date \_\_\_\_\_ Key Returned \_\_\_\_\_ Date \_\_\_\_\_  
Initial Date Initial Date

Deposit Returned: \_\_\_\_\_ Deposit Partially Returned: \_\_\_\_\_ Deposit Forfeit / Credit: \_\_\_\_\_