

LEASE AGREEMENT BETWEEN

COMMUNITY SERVICES OF STARKE COUNTY, INC. AND:

NAME: _____ ADDRESS: _____

PHONE: _____

DATE: _____

Rental & Decorating hours: Sat. 8 a.m.—8 p.m.

ACTIVITY: _____ # IN PARTY _____ **Maximum capacity: 75**

Applicant above agrees to following:

The stove top on our property is not to be used. The oven may be used as a warming station. Renters may bring in crock pots & use them on our folding tables only. Our fridge and freezer will be available for renters use as well.

There is to be no cutting or anything hot on our countertops.

No food, grease, or oily liquids are to be dumped down the sink drains.

Decorations are NOT to be tacked, taped or stapled on the walls or ceiling.

Renters may come in the morning of their party to decorate we provide a backdrop holder to renters at no extra fee.

No glitter or confetti of any kind.

Couch and loveseat are not to be moved.

2 dish rags, 1 towel, and cleaning solution will be provided to renters for cleanup. We will provide renters with 2 large garbage bags anything more is your responsibility. Everything must be cleaned up: tile swept, carpet vacuumed, tables & chairs wiped down, garbage taken out to the dumpster which can be found at the West side of the garage. There is another list of rules on the wall above the 2 big garbage cans & in the kitchen.

ABSOLUTELY NO ALCOHOL CONSUMED OR ALLOWED ON OUR PROPERTY!

Smoking, or non-service animals are not allowed in facility

Partisan political or religious activities prohibited.

Facility is NOT reserved until both deposit & lease fee is paid.

Deposit: \$200.00 Lease Fee: \$200.00

Both Checks will be DEPOSITED immediately when the building is booked. You will not be able to lease if either of the checks come back as insufficient funds..

Canceling less than 2 weeks prior to the date of the event will result in a charge of \$200 being taken from your deposit.

Pick up the key by 3 p.m. on the Friday before the your event. Drop off the key in person the following Monday of leasing unless it falls on a holiday. Bring the key on the next business day.

If ANY of the above rules are not followed the entirety of the deposit will be kept.

For-Profit Agencies & Individuals	\$200.00
EMERGENCY PHONE # 574-249-5316 Call this number if you need anything at all.	
STARKE COUNTY COMMUNITY SERVICES	311 E. Culver Rd. Knox, IN Phone # 574-772-7070
Outside to the right of the front door the RING CAMERA is located. Press that for more assistance. Secondary to calling the Emergency Phone # listed above	
The Community Room is reserved for Employees, Board Members & our Volunteers for ALL HOLIDAYS	

Liability: Lessee will hold harmless the Community Services of Starke County and owner from responsibility, damages, and liability, and litigation arising from accidents, injuries, or incidents of any sort and will assume full and total responsibility for any and all cost, to include attorney fees that might be assessed against any or all of the above parties as a result of the use of the site at 311 E. Culver Rd. Knox, IN 46534.

Excessive abuse to the site by lessee will be charged if it exceeds your deposit according to damage rendered at the site.

Fees that can be taken from your Deposit:

\$200.00 for not following the contract/rules listed above.

\$200.00 for any damage whatsoever to the new countertops, cabinets, or sink.

\$150.00 for littering in our parking lot/property (example: balloons, confetti, streamers, ribbon, plastic bags, or cans)

\$100.00 for any locks popped off or broken in the kitchen cabinets and drawers

\$75.00 for breaking our backdrop stand

\$75.00 plus any accumulated damages for leaving any windows open

\$50.00 the use of glitter or confetti of any kind

\$50.00 leaving garbage in the garbage cans

\$50.00 per chair that is damaged

1st Walk through done on _____, 20____ staff initial _____
Lessee Initial _____

2nd Walk through/ Key pick up done on _____, 20____ staff initial _____
Lessee Initial _____

The key was given to _____ Date: _____

The key was dropped off by _____ Date: _____

Signature of Lessee: _____

Directors Approval Signature _____

Deposit: \$200.00	Date: _____
Check# _____	Cash _____
Cashier's Check # _____	
Rental \$200.00	Date: _____
Check# _____	Cash _____
Cashier's Check # _____	
Designated worker Signature: _____	
Administration Signature: _____	

Updated: 2/25/2025

Instructions & comments apply to this contract:

Employee Initials:

Lessee Initials:

LEASE AGREEMENT

Between

Community Services of Starke County, Inc.'s North Judson Senior Center, and:

NAME: _____ ADDRESS: _____

PHONE: _____

DATE: _____ TIME: _____
S M T W TH F S (Including opening, closing time)

ACTIVITY: _____

Applicant above agrees to following:

1. Maximum capacity shall be **50 persons; fee is \$75.00 for the day.** Deposit of **\$75.00** required
2. prior to the event. **DECORATIONS SHALL NOT BE PLACED ON THE WALLS WHATSOEVER!!!!!! DO NOT HANG ANYTHING FROM THE CEILING!!!!!! PLEASE CLEAN AND LEAVE THE ROOM IN THE SAME CONDITION THAT IT WAS BEFORE YOUR RENTAL!!!!!! THE ROOM NEEDS TO BE CLEANED THE SAME DAY AS THE RENTAL! If the room is NOT returned to it's prior state before your rental, there will be a charge out of your deposit! If glitter or confetti is used and not cleaned properly there will be a charge!**

ACCESS FOR DECORATING TWO HOURS PRIOR TO EVENT

Full or partial reimbursement will be returned depending on how the site is left. Additional charges may be made if extensive damage is done. No refund for cancellations.

3. Refrigerator and stove may be used to maintain food at proper temperatures, but please no cooking at the site.
4. Provide your own dish rags, cloths, and trash bags.
5. **No liquor, smoking or non-service animals allowed in facility.**
6. **Partisan political or religious activities prohibited.**
7. Premises shall be left clean; janitorial equipment is available; floor is to be swept or mopped. Tables and chairs should be left as found. Turn off all lights. Turn heat down to 62 and air conditioning to be set at 80 upon departure. Dumpster is located at front of building, end of driveway. Be sure and lock the back door.
Check the site to be sure oven and stove are turned off and clean; faucets turned off, counters, sink and refrigerator cleaned. Take all of your personal belongings with you.
8. **Make all arrangements for key pickup at least a day prior to the event by calling: Sherry at 896-3665**
7. **(9 a.m. to 1:00 p.m., Monday through Friday), or 574-772-7070 (work) If the key is not picked up on time, there will be a charge out of the deposit.**
9. Liability: Lessee will hold harmless the Community Services of Starke County and owner from responsibility, damages, liability and litigation arising from accidents, injuries, or incidents of any sort and will assume full and total responsibility for any and all cost, to include attorney fees that might be assessed against any or all of the above parties as a result of the use of the site at 105 East Talmer Avenue, North Judson, Indiana.

Final approval on _____ 20____

Signature of Applicant

DATE: _____

Site Manager or Director

Phone # at site: 574-896-3665
EMERGENCY #: 219-205-0659 or
574-249-1373 cc: Site Lessee
Revised: 3/27/2024

Deposit: \$75.00	Date _____
Check# _____	Cash _____
Fee: \$75.00	
Check# _____	Cash _____