

**LEASE AGREEMENT
BETWEEN
COMMUNITY SERVICES OF STARKE COUNTY, INC. AND:**

NAME: _____ ADDRESS: _____

PHONE: _____

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

ACTIVITY: _____

IN PARTY _____

Applicant above agrees to following:

1. Maximum capacity shall be **75**.
2. Refrigerator and stove may be used to maintain food at proper temperature, but please no cooking at the site.
3. Provide your own dish rags, cloths, and trash bags. **Decorations shall not be tacked or stapled into walls. You may use 'fun tack' or tape only. Remove all tape or fun tack carefully. Hooks are not to be used. If glitter or confetti is used and not cleaned properly there will be an extra charge. No piñatas please**
ACCESS FOR DECORATING TWO HOURS PRIOR TO EVENT
4. No liquor, smoking or non-service animals allowed in facility.
5. **Pickup the key before 3 p.m. on the Friday before the weekend event or the day of the event if evening usage Monday through Friday.**
6. Partisan political or religious activities prohibited.
7. Deposit of **\$100 reserves the room** and is required for all events prior to the event. If party cancels prior to the event and we had an opportunity to lease the facility, a charge of \$100 (as applicable) will be taken from the deposit. Also, full or partial reimbursement will be returned depending on how site is left.
8. **Rental fee of \$100.00 with an additional surcharge of \$25.00 for disinfecting due to COVID-19.**
9. **All trash shall be disposed of in the outside dumpster located on the west side of the garage. The key for the dumpster can be found on the door handle of the janitor's closet located at the northwest corner in the rental room. Cleaning products can be found under the sink or in the janitor's closet.**
10. Suggested donation, to be paid with this application, shall be:

Group Type	During site hour (9-4)	After site hours & weekends
Individuals	\$1.00 per person; (Senior citizens - no Charge)	\$100 for groups of 1-75 persons plus additional surcharge \$40 for evening use Monday-Thursday
For-Profit Agencies	\$1.00 per person (est.)	\$100 per day plus additional surcharge \$40 for evening use, Mon-Thurs.
Non-Profit Agency Board/Staff & Key Volunteers	Freewill offering	Half the rate for individuals No additional surcharge

11. 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 Road, Knox.

12. Excessive abuse to the site by the lessee will be charged, according to damage rendered at the site. Couch and loveseat are not to be moved.

Signature of Applicant _____ Final approval on _____ 20____

DATE: _____ Director _____

Deposit: \$100 Date _____ Check# _____ Cash _____ Fee: _____ (includes surcharge) Check# _____ Cash _____ Designated worker: _____
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EMERGENCY #: 574-249-1373
Phone # at site: 772-7070 or 6411

cc: Site Leasee Updated 07/23/2021