

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. If glitter or confetti is used and not cleaned properly there will be an extra charge.
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 the site is left.
8. Maintenance cost shall be **\$10.00** per hour to designated individual named by the CSSC, payable to individual at end of event.
9. **All trash shall be disposed 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:

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

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.

 Signature of Applicant

Final approval on _____ 20____

DATE: _____

 Director

Deposit: \$100 Date _____ Check# _____ Cash _____ Fee: _____ Check# _____ Cash _____ Designated worker: _____

EMERGENCY #: 806-7071
 Phone # at site: 772-7070 or 6411

cc: Site
 Leasee

Revised 06/09/2016