

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 \$50.00 for the day.** Deposit of **\$50.00** required prior to the 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.
2. Refrigerator and stove may be used to maintain food at proper temperatures, 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. Partisan political or religious activities prohibited.
6. 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 outside the back door. 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.
7. Make all arrangements for key pickup at least a day prior to the event by calling: Claudia at 896-3665 (9 a.m. to 1:00 p.m., Monday through Friday), or 574-772-7070 (work)
8. 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.

Signature of Applicant

Final approval on _____ 20____

DATE: _____

Site Manager or Director

Deposit: \$50.00 Date _____ Check# _____ Cash _____ Fee: \$50.00 Check# _____ Cash _____

Phone # at site: 574-896-3665
EMERGENCY #: 574-806-7071
cc: Site
Lessee

