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 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 after 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
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. If the key is not picked up on time, there will be a charge out of the deposit.**
6. **Partisan political or religious activities prohibited.**
7. Deposit of **$200 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 $200 (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: Leasee 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 leasee will be charged, according to damage rendered at the site. Couch and loveseat are not to be moved.

_____ Final approval on_____20_____
Signature of Applicant

DATE:_____ _____
Director

Deposit: **$200** Date_____
Check#_____ Cash_____

Fee:_____(includes surcharge)
Check#_____ Cash_____
Designated worker: _____

EMERGENCY #: 574-249-1373
Phone # at site: 772-7070 or 6411

Revised: 4/18/2024 cc:Site Leasee

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: Leasee 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 Leasee

Revised: 3/27/2024

Deposit: $75.00 Date_____

Check#_____ Cash_____

Fee: $75.00

Check#_____ Cash_____