

**Jackson Township**  
*Clermont County, Ohio*

**JACKSON TOWNSHIP BOARD OF TRUSTEES  
COMMUNITY CENTER RENTAL CONTRACT  
Release, Waiver and Indemnification**

**You must read this document carefully before signing it. You are waiving or releasing certain legal rights. You should speak with an attorney if you do not fully understand this document.**

**NO ALCOHOL OF ANY KIND PERMITTED DURING THIS RENTAL**

This AGREEMENT is made on this \_\_\_\_\_ day of the month of \_\_\_\_\_, 20\_\_\_\_, by and between the Jackson Township Board of Trustees (hereinafter referred to as "Trustees" and/or "Township") AND

Name \_\_\_\_\_ (hereinafter referred to as "Lessee").

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Example: Birthday, wedding, anniversary, etc.

Date of Event: \_\_\_/\_\_\_/20\_\_\_ Hours of Event: \_\_\_\_\_AM/PM until \_\_\_\_\_ AM/PM

Arrival Time for Setup \_\_\_\_\_AM/PM

Estimate of Participants Expected: \_\_\_\_\_

Is Event Open to the Public: YES or NO – If yes, Admission Charge: \_\_\_\_\_  
(Circle One)

Will the building and grounds be cleaned by lessee: YES or NO  
(Circle One)

Contact Person During this Event: \_\_\_\_\_  
(Name & Cell Phone)

Name of Insurance Carrier: \_\_\_\_\_  
(Copy of Homeowners/Business Insurance Schedule page required)

Amount of Liability Coverage: \_\_\_\_\_  
(\$300,000.00 Liability Insurance will suffice)

**INITIALS:** \_\_\_\_\_

**READ THE FOLLOWING RULES AND POLICIES CAREFULLY BEFORE SIGNING**

**CANCELLATION & REFUND POLICY:** All cancellations are to be made by telephone, by letter, or in-person by the Lessee. **Cancellation Charges:** 30 Days before reserved date: Full Refund less \$25.00 administration charge. 29 to 14 days before reserved date: \$75.00 charge. 13 to 0 days before event: Forfeit of Deposit, with refund of remaining balance. Refund and deposit return checks will be mailed during the first or third weeks of the month only.

**PREPARATION**

- No township property, including tables, chairs, or storage racks may be taken outside for any reason. All non-Township equipment, tables, chairs, etc. must be removed from the property at the end of the rental time.
- No cooking of food is permitted in the Community Center due to fire codes. The microwave may be used to reheat food.
- All deliveries and pickups must be arranged for the date of the event only.
- No vehicles permitted off the paved surfaces. Parking permitted only within the parking lot.

**DECORATING**

- No staples, nails, tacks or tape permitted to be used on the walls of the Community Center.
- No fog, smoke or bubble machines allowed inside the Community Center.

**RENTAL**

- Supervision of all activities during your rental time is your sole responsibility.
- Smoking is prohibited within any portion of the Community Center building.
- No Alcohol of any kind permitted in the Community Center, on the grounds, or in the parking lot.

**CLEAN UP**

- Trustees table, two side tables and sixteen (16) folding chairs to be arranged as previously discussed during your tour of the building. A chart is on the bulletin board near the door facing the firehouse to help guide you.
- All trash swept from the floor and in garbage receptacles is to be placed in plastic bags (provided) and taken to the outside trash receptacles next to the zoning office door facing the firehouse.
- If used, the sink, refrigerator, microwave, and counters are to be wiped down and cleared of any left-over food. DO NOT dump food straight into the outside trash receptacles. Place in the provided plastic bags before throwing away. Remove all food from the refrigerator.

**INITIALS:** \_\_\_\_\_

- Kitchen and main floor is to be broom swept clean. Spills are to be spot mopped.
- Do not pour grease into the sink, pour into a plastic bag and place into the outside receptacles.
- **If any of the above is left undone, renter is subject to a minimum charge of \$75.00 cleaning fee to be taken from the deposit refund. IMPORTANT: If none of the above cleaning rules occur, the entire deposit will be forfeited.**

#### **PAINT or WALL DAMAGE**

- If damage occurs to the paint or walls of the Community Center the Lessee will be charged a minimum of \$100.00 per wall for the township to repaint and/or repair the damage to the wall(s).

#### **DEPOSITS AND FEES**

##### **CLEANING & DAMAGE DEPOSIT: RESIDENT OF JACKSON TOWNSHIP:**

- **\$100.00.** Refundable if Center is left clean and undamaged.

##### **CLEANING & DAMAGE DEPOSIT: NON-RESIDENT OF JACKSON TOWNSHIP:**

- **\$150.00.** Refundable if Center is left clean and undamaged.

##### **RENTAL FEES: RESIDENT OF JACKSON TOWNSHIP:**

- \$50.00 an hour, 4-hour minimum for a total of \$200.00. \$50.00 an hour per additional hour.
- Full day, 9AM until 11:00 PM: \$350.00.
- Two Hours or Less: \$55.00 per hour, Two hour minimum fee of \$110.00.

##### **RENTAL FEES: NON-RESIDENT OF JACKSON TOWNSHIP:**

- \$75.00 an hour, 4-hour minimum for a total of \$300.00. \$75.00 an hour per additional hour.
- Full day, 9AM until 11:00 PM: \$500.00
- Two hours or less: \$80.00 per hour, Two hour minimum fee of \$160.00.

##### **TIME ALLOTMENT FOR DECORATING:**

**You may have Two Hours FREE for a 4 or more hours event and One Hour FREE for a 2 hour event, before the start of your event time for decorating, food arrival, etc. If you have an afternoon or evening event time and wish to have the building open earlier in the morning for decorating, you must pay the FULL DAY rate as listed above.**

**No Subleasing Permitted.** Lessee agrees that they are the only entity renting the facility. If subleasing occurs all deposits shall be forfeited. Additional claims for damages may also be incurred by Lessee.

**Facility Use Regulations:** The Lessee acknowledges receipt of the Facility Use Regulations currently in effect, and Lessee hereby agrees to each and every regulation contained therein. Lessee agrees to comply with all Federal, State and local laws, rules and regulations. Additionally, Lessee agrees that no alcohol will be permitted to be brought onto Township property before, during or after this rental. Lessee also understands that all deposits will be forfeited if lessee allows alcohol on Township property before, during or after this rental.

**INITIALS:** \_\_\_\_\_

## CONTRACT

### THIS IS A LEGALLY BINDING AGREEMENT PLEASE READ CAREFULLY BEFORE SIGNING CONTRACT

It is agreed that the individual who signs this Contract and the entity or group who he/she represents shall be jointly and severally liable for any and all damage and/or claims resulting from the use of the Township building including, but not limited to damage to the building or the grounds, claims arising out of injury or alleged injury to any person including township employees or officials. In the event it is necessary to employ legal counsel for any reason as a result of this Agreement, the individual signing and/or the entity he/she represents shall be jointly and severally liable for reasonable attorney fees and any and all other reasonable costs incurred.

It is further agreed that the building and grounds during the activity will be maintained in good repair, will not suffer any damage and that any activity will be properly supervised with adult supervision and the building and grounds are to be used only in conformity with the Rules and Regulations of the Jackson Township Board of Trustees as already stated within this document and additionally as follows:

**NO ALCOHOL OF ANY KIND PERMITTED IN THE COMMUNITY CENTER, ON THE GROUNDS, OR IN THE PARKING LOT.** Anyone found to have alcohol included in their event will forfeit their deposit and will not be permitted to rent the facility again. **ALL EVENTS MUST END BY 11:00 P.M.**

Deposit and rental fee must accompany this signed contract. The full deposit is refundable only if all the township regulations have been met and the building is left in its original condition.

The individual person signing this Contract and/or the entity he/she represents agrees to indemnify and HOLD HARMLESS the Jackson Township Board of Trustees and its agents and employees from any and all liability, claims, demands, damages, actions, causes of action, reasonable attorney fees and any and all other costs, for or arising out of the use of the building or grounds including, but not limited to injury or alleged injury to any and all persons from whatever cause, including but not limited to the negligence of the individual signing this Contract, member of the entity or group attending the activity, guest or invited persons, the Jackson Township Board of Trustees or either party's agents, employees or assigns.

**NOTE: All users must pay a deposit fee at signing of contract** which is non-refundable if canceled with less than **fourteen** (14) day notice. This deposit is to secure for damages or to cover costs should the center be left uncleaned following your event. Such damage or cleaning time will be deducted from the deposit check. Deposit will be returned if condition of building and grounds are judged okay by Township Personnel. Deposit checks are returned the 1<sup>st</sup> and 3<sup>rd</sup> weeks of the month only.

**MAKE ALL CHECKS PAYABLE TO:** Jackson Township Trustees

**Signed:** \_\_\_\_\_  
(Applicant)

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
(Township Personnel)

**Date:** \_\_\_\_\_

Jackson Township Community Center, 3263 U.S. Route 50, Williamsburg, OH 45176, Phone: 513-625-1800  
FAX: 513-456-6493, email: jacksontwp@jacksontwpclermont.org Website: <http://www./jacksontwpclermont.org>

\*IMPORTANT NOTICE\* **NEW ALCOHOL POLICY**: On January 1, 2012, the township will no longer permit alcohol to be brought into the Community Center. If you are planning an event that includes alcohol of any type, please look elsewhere for your event rental needs. Anyone bringing alcohol into the Community Center will forfeit their deposit and will not be permitted to rent the facility in the future.

Thank you for your interest in renting the Jackson Township Community Center.

Enclosed you will find a Rental Contract which must be completed, signed and returned in-person at the Township Office located in the Community Center, 3263 U.S. Route 50, Williamsburg, OH 45176, within fourteen (14) days upon receipt of this packet along with your copy of Proof of Liability Coverage and your deposit and rental fee. We accept cash or checks only. If you do not return the contract within the time allotment we will make your reserved date available once again for rental. Should you change your mind within this period, please call 513-625-1800 and cancel your reservation.

Read the enclosed contract and policies carefully initial each page in the indicated area at the bottom of each contract page to indicate you have read and understand the contract.

If you are a non-resident of Jackson Township, be sure to note the Non-Resident Charges on page three (3) of the contract.

We now have a fee for those of you who have requested lower charges for an event lasting only two hours or less.

Be sure to read about a major change involving administrative charges to your deposit should you cancel less than thirty days out from your reservation (top of page two). In the past, the township has lost opportunities to rent the facility due to people failing to cancel a reservation. The township lost the revenue and other residents that wanted the date lost the opportunity to have the building.

Please call 513-625-1800 if you have any questions regarding the contract or the facility.

Visit <http://jacksontwpclermont.org> and select the Community Center tab on the left of the page to view photos of the community center.