

**FACILITY RENTAL CONTRACT
PENFIELD TOWNSHIP**



I, _____, representing _____
(Name) (Family, group or organization)

for _____ hereby reserve the Penfield Township (check one)
(event or activity)

MEETING HALL (small hall) ☐ Include TV ☐ or COMMUNITY ROOM (large hall) ☐ Include Projector ☐

Event Date: _____ Time: _____ : _____ AM/PM to: _____ : _____ AM/PM

RENTAL CHARGES:

- Meeting Hall **\$100.00** and **\$100.00** security deposit
- TV access **\$10.00**
- Community Room: **\$300.00** and **\$250.00** security deposit
- Laser Projector access **\$100.00** (Does not include computer, mouse, or keyboard)
- Reentry Fee **\$20.00** (Staff is required to make an additional trip to unlock the building day of rental)
- Extra opening day prior, after 5:00 PM Fee **\$50.00**

I hereby declare that I have read and will comply with the terms, conditions, and general regulations set forth in this rental contract. I also declare that no illegal activity will be conducted or permitted on Penfield Township property during the designated hours of my event.

I hereby set forth my signature as the individual responsible for all payments and activities for this event. I agree that I will accept full financial responsibility for personal injury and property damages during use of said location. I understand that failure to comply with all rules of this agreement may result in being prohibited from future use of the facility. I also agree to compensate and hold harmless Penfield Township, its representatives, and its employees from all liability, claims, damages, or costs for or arising out of the use of any facility of Penfield Township whether it be caused by the negligence of the renter, Penfield Township, or either party's agents or employees, or otherwise.

ADDRESS: _____

PHONE #: (_____) _____ - _____ TEXT MESSAGING: YES ☐ NO ☐

EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

RETURN THIS PAGE WITH YOUR PAYMENT

Make checks or money orders payable to: ***Penfield Township***

Note: To arrange for the use of facilities, call the Hall Coordinator, April Lent at 330-636-0709.

MEETING HALL (small hall) accommodates theater seating for 60 or banquet seating for 42 people.

No kitchen privileges are included; there are plugs for roasters, crock pots or coffee makers.

This hall has a cathedral ceiling, which is equipped with incandescent can lights that may be dimmed or increased in intensity by sliding the on/off switch.

COMMUNITY ROOM (large hall) accommodates theater seating for 300 or banquet seating for 160 people.

This hall has a cathedral ceiling, which is equipped with florescent lighting that may be turned on or off in banks. In addition, there is a row of recessed shielded eyeball lights that wash the walls. These may be used separately to create mood lighting.

Use of the kitchen is included with the large hall. (Also includes a 90 cup percolator)

Terms, Conditions, and General Regulations

Payment

The requested date will be reserved, but is not confirmed until the security deposit has been received. If the security deposit is not received within 10 days, the date will be forfeited.

Full payment is due **30 days** prior to the scheduled date. **If the balance is not paid, the date and the security deposit will be forfeited.** The required rental payment must be cash, check, or money order. There will be a **\$20.00** fee for all returned checks.

*****Make checks & money orders payable to Penfield Township*****

Cancellation

Paid rental fees will be refunded if written notification of cancellation is received no later than 90 days prior to the scheduled event date. Cancellation by phone must be followed by written notification before refund will be issued. If cancellation is made less than 90 days prior to event date, but more than 30 days prior to the event date, a **\$50** cancellation fee will be withheld. If cancellation is made within 30 days of the event date, the entire security deposit will be forfeited.

Damages and Other Charges

All damages will be charged at the full replacement or repair cost as determined by the township.

A fee will be charged if ANYTHING is left for next day cleaning.

Charges will be assessed for damage, missing items, and extra cleaning required by township staff.

Permits

Caterers must have a current health board permit and adequate liability insurance coverage as determined by the Township Trustees.

If any alcoholic beverages are served, it is your responsibility to comply with any and all laws, regulations, and rules set forth by the Ohio Department of Liquor Control and to obtain any permits required by said agency.

Additional information

- Wi-Fi Password: rental15
- Food must be pre-cooked if you are catering the meal yourself.
- Kitchen items to bring if needed: serving utensils, dishes, silverware, dishcloths, towels, and detergent/soap for cleanup.
- It is your responsibility to place bagged trash in the wheeled containers in the back hallway.
- The Hall will be opened for you. Unless prior arrangements are made, the rental period runs from 8:00 AM until 12 midnight. Clean up must be completed by 1:00 AM, including taking down tables, chairs, and decorations; turning off lights; checking restrooms; and locking doors and windows. It is your responsibility to lock it when you are finished.
- Additional parking is available in the back lot and at the small park across the road.
- The security deposit will be refunded after the first Tuesday of the month following the rental date.
- Depending upon scheduling, the hall may be available the day prior from 5:00 PM until 10:00 PM for setup at an additional cost of \$50.00.

Furnished by the Township

- Handicap accessible restrooms and drinking fountain
- Tables and chairs (You must set up/take down - Please stack chairs in the big hall in stacks of eight.)
- Cleaning supplies are located in the closet next to the water fountain (between the restrooms), including a dust broom, broom, dust pan, mop, and bucket.
- Trash containers (additional trash bags provided in the bottom of the each container)

Instructions provided upon arrival

- Operation of the blinds
- Operation and use of the service window
- Operation of the main door lock

The following are PROHIBITED

- Wall and ceiling decorations (Nothing is to be affixed to the walls or ceiling in any manner.)
- Push pins, tacks and/or staples
- Substances on floors such as sawdust, cornmeal, dance wax, baby powder, sand, etc.
- Glitter (requires significant time by the cleaning staff to remove it from the chairs and floors)
- Smoke machines (They trigger the fire alarm system.)
- Open burning of candles (Candles must be enclosed or floating in glass receptacles.)
- Animals (excluding service animals)
- Smoking in the buildings or on the porches (Ash receptacles are located along the sidewalks.)
- Use of the podium in the Meeting Hall
- Helium balloons are not permitted in any town hall room where there are ceiling fans.

In case of a power failure due to overloading receptacles, call any Township Trustee, or the Hall Coordinator. Elected officials of Penfield Township, or their designated representatives, reserve the right to ensure compliance for all meetings and activities in Penfield Township facilities.

YOU ARE ONLY AUTHORIZED FOR THE HALL THAT YOU RENTED

(Please do not swap tables, chairs, etc. between halls.
Leave resources and furnishings as you found them.)

(Revised 08JAN2025)

PENFIELD TOWNSHIP EVENT EXIT PROCEDURE

RENTER'S NAME

EVENT DATE

___ Community Hall

___ Meeting Room

MUST BE COMPLETED TO RECEIVE DEPOSIT REFUNDS. Deposits can be held if this Exit Procedure is not adequately performed. See your full contract for additional information, rules, and prohibited items.

Bag ALL trash (hall, kitchen, bathrooms). Wheel garbage bins from the hallway storage area into the hall when emptying trash cans to prevent leaks. Take trash in the bin to the dumpster. Empty completely. Return bins to the hallway storage area. Replace all trash liners.

The cleaning closet is located between the restrooms.

Clean all tables and chairs and return them to their designated storage area. Do not drag the furniture. Chairs are to be in stacks of 8.

Sweep floors with the dust mop or broom. Mop spills as needed.

Check the restrooms to be sure they are in good order. Excessive restroom mess is the responsibility of the renter.

Clean up all event litter on the grounds.

Turn off lights/fans.

LOCK UP PROCEDURE: The last party out will lock the doors. Use the hex key (located in the foyer by the main doors) to lock the panic bar on BOTH doors. Turn the hex key counter-clockwise. The panic bar will pop out. Check that all doors are securely closed.

***TEXT THE HALL COORDINATOR @ 330-636-0709 to inform that your event is over. Leave this completed form in the drop box at the outside porch entrance.

Sign here as acknowledgment that this procedure has been completed.

X_____

COMPLETE address (print clearly):

OFFICE USE ONLY**NOTES OF ANY DAMAGE OR EXCESSIVE CLEANING REQUIRED:

Hall Coordinator_____ Date_____