



# Fall Creek Township Room Rental Contract

Please call the office at 317-841-3180 to verify the room, date, and time that you want are available.  
**Do not submit a contract without verifying with the office first!**  
While we do occasionally rent to people who live outside of Fall Creek Township, FCT residents will be prioritized.

Renter agrees to be personally, and on behalf of the group/organization, responsible for any & all damages & to hold harmless Fall Creek Township & its elected officials & employees of any loss, injury or accompanying expenses to any person or their property, which occurred while Renter is in possession of the property. Ordinary wear and tear are excluded.

This agreement is made on \_\_\_\_\_ in anticipation of Renter's use of our Community Room.

\_\_\_\_\_ **Single Event** Renter shall have exclusive use of above room on \_\_\_\_\_ during the time of \_\_\_\_\_ to \_\_\_\_\_ for the sole purpose of \_\_\_\_\_.

**Or**  
\_\_\_\_\_ **Re-Occurring Event** Renter shall have exclusive use of the above room on the following day(s) of the week, \_\_\_\_\_, re-occurring (i.e., 3<sup>rd</sup> Wed.) \_\_\_\_\_ during the time of \_\_\_\_\_ to \_\_\_\_\_ for the sole purpose of \_\_\_\_\_.

*\$100 Refundable Deposit Due at the time of the contract completion along with rental fee for every contract completed. We ask that you write two separate checks and if the area is cleaned up according to the contract, our office will return the deposit check to you.*

**The address listed below is where the deposit check will be returned to.**

Name: \_\_\_\_\_

**If you are renting on behalf of an HOA/POA:**

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

HOA: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

HOA Board President: \_\_\_\_\_

\_\_\_\_\_

Management Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please Note: All doors are on an automated lock system, they will unlock at your start time and lock at the end of your contracted time**

**Any problems after township office hours, please call the emergency number on the door. Please note that the Fire Department does not have access to the rooms and do not have the ability to unlock the doors. Please bring a copy of this contract to your event, this will allow entry should there be any maintenance issues with the door locks. Management Companies: Your HOA/POA President must have their own copy of this contract.**

I have read this contract and agree to the terms: \_\_\_\_\_  
Signature

**Office Use Only:** Receipt Number \_\_\_\_\_ Deposit \_\_\_\_\_ Rental \_\_\_\_\_ 501(c) (3) Received \_\_\_\_\_

\_\_\_\_\_ Reminder Email or Telephone Call Sent to Renter Monies Received By: \_\_\_\_\_

**All doors are on an automated lock system.**

**Doors will unlock at your start time and lock at the end of your contracted time**

**Room Entry for Your Event:** Please allow approximately one hour before and one hour after to set up and tear down for your event. Once the door is locked, you can be inside and get out, but you cannot be outside and get back in. Doors are not to be propped open as it will set off a silent alarm. Please note the Fire Department is not affiliated with the township. They will not be able to assist you with your rental. Emergency numbers are located on the door if your room does not unlock on time.

**Service Organizations (i.e., Scouts, etc.): All rooms**

Scouting organizations will continue to be first come, first serve (August – May). Our office will start accepting these contracts, July 15<sup>th</sup> of each year. A new contract must be completed for each school year. One deposit check (\$100) will remain on file for the contract and is refundable at the end of the contract if the room has been cleaned up (each meeting) according to the contract. In lieu of a rental fee (Monday – Thursday), donations will be required during the contract period. September (Dish Soap), November (Laundry Detergent). January (Paper Towels/Toilet Paper), March (Rice/Pasta Sides). Any special requests for Friday, Saturday & Sunday will require a regular rental fee.

**Non-Profits (MUST provide a 501(c)3):**

If an organization can provide a 501(c)3 Form, that organization will be able to rent the room (free of charge) with a completed contract and a \$100 refundable deposit. Semi-Annual Food Pantry Donations are required. June (Paper Products) December (Fruit Snacks) HOA's / POA's are not considered NFP, legally they are 528, and therefore NFP status does not apply to them.

**HOA's / POA's:**

Any HOA / POA that is working with a management company, the management company must contact our office to arrange the requested rental date and complete the paperwork. We will no longer be collaborating with any residents/board members directly. If an HOA / POA *does not work* with a management company, please have the Board Treasurer contact our office to arrange the room rental. Weekend rentals will not be permitted. Rental Fee will be based on the room that is rented and a \$100 refundable deposit. Each meeting will need a separate contract, unless all the meeting dates have been scheduled at the start of the year's reservations.

**Paid Rentals:**

**School House Community Room** : Monday – Thursday Rental Fee = \$100; Friday – Sunday Rental Fee = \$200 (5 Hour Time Frame); Friday – Sunday Rental Fee = \$250 (6+ Hours). Current Military & Veterans of the United States, please contact our office for a discounted rate. A contract must be completed with the rental fee and a \$100 refundable deposit in place in order to rent the room. All rental fees are filtered back into our outreach programs (i.e., food pantry & back to school backpacks).

**Refundable Deposit:**

Deposits are in the amount of \$100 and are refundable to the renter if the room is cleaned up according to the contract. We continue to ask the deposit check to be separate from the rental fee as we return it after your event. Deposits are typically returned within two weeks of your event. Cash deposit returns could take longer.

**Payments & Reservations:**

Our office accepts checks, cashier checks and money orders for all rental fees and deposits. Cash is only accepted if it is exact change. **Requests can be held for up to two business days only.** All rental money is filtered back into our township programs (i.e., Back to School Backpacks, Food Pantry, etc.). Your event is not reserved until all paperwork and money have been received. All reservations must be completed (contract & payment received) 72 business hours prior to your event to accommodate setting up the door lock system.

**Return Check Fee:** All returned checks are a \$52 fee and your room reservation will be cancelled if you do not pay the returned check fee, via a cashier's check before your rental date. If the check is returned after your rental date, you will be asked to pay the fee and failure to do so will result in no future room rentals.

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Renter's Initials

**Event Cancellation/Refund:**

Cancellations will be accepted up to **14 days** prior to your scheduled event with a full refund. Cancellations in the last 14 days prior to your event, refunds will only be given with proof of an emergency situation. Refunds could take up to two full weeks to be returned.

**Fall Creek Township Meetings:**

The Fall Creek Township Board & Trustee have the right to cancel any meeting due to Board Meetings that need to be scheduled in the space.

**Prohibited on Property:**

No Smoking – No Alcohol – Chewing Gum! No exceptions to this rule.

**Decorations:**

Decorations may be applied with scotch tape only. **No decorating with Command Strips, Packing Tape, Duct Tape, Sticky Tac, Nails, Glitter, Sequins, or Confetti.** These will damage the walls, flooring and clog the vacuums. A sign may be placed by our mailbox area only & it must be removed or your deposit will not be returned.

**COVID-19 Protocols:**

Renters will be notified ASAP in the event of another shut down and refunds be given accordingly. It is the renter's responsibility to follow COVID-19 Safety Guidelines in regard to social distancing, sanitizing and mask wearing.

**Lost and Found:**

All items found will be placed in the lost and found basket for thirty days, at which time (if not claimed) they will be donated.

**Cleaning Procedures for All Rooms: Some may not be applicable to the room you are renting.**

- Tear down and wipe down chairs and tables and return to the carts and place the carts in the designated areas. If lobby table was used, please return it to the normal spot and push the chairs in.
- Clean out refrigerator, wipe down counters, cabinets, microwave, and sink.
- Empty community room trash and recycling, take to the dumpster area in the parking lot.
- Vacuum the community room area, the lobby area, the entrance, and the restrooms and empty the vacuum canister.
- Wipe down the restroom sinks, check the floors for debris, check the individual stall cans and check all the restroom trash. Empty all restroom trash and take to the dumpster area in the parking lot. Please pull up the next liner on all restroom trash cans.
- Remove all decorations inside the facility and outside. FCT is not able to store any decorations.
- Clean the white board and return all the markers and erasers to the kitchenette area.
- Make sure the TV remote is returned and both televisions are off.
- If you borrowed the projector screen, etc. during your event, please return them to the kitchenette area.
- Please do not dump your drinks (i.e., soda, coffee, tea) down the restroom sinks and/or toilets, please dump down the kitchenette sink.
- Vacuums, trash bags, sanitizing wipes, dish soap are provided by the township. Extra-large bags are kept in the kitchenette areas. Restroom bags are in the bottom of each can.

**If you arrive for your event and find the room has not been cleaned, swept or trash not emptied, it is your responsibility to notify us. Please leave our office a voice mail message or send an email disclosing this information as soon as possible. If necessary, take photos. If this is not done, our maintenance department will determine that it was your event that did not follow the cleaning procedures and your deposit check will be cashed. **No exceptions.****

- All of these rules and cleaning procedures apply to each and every individual date of an event and individual contract. Failure to follow these rules and procedures will result in the cancellation of this contract and any future contracts and forfeiture of your deposit check. Please help us to keep the facilities clean.

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Renter's Initials