

Kissell Community Building Rental Agreement

509 N. Main Street, West Unity, OH 43570

The Village of West Unity agrees to rent the Kissell Community Building (here after referred to as Kissell Building) located at 509 N. Main Street, in West Unity to the Individual/Organization (here after referred to as Renter) whose name and signature appear below.

Date(s) of Rental: _____

Renter's Name: _____ Phone: _____

Address: _____

1. The renter agrees to abide by ALL STATE LAWS and Village Ordinances in its use of the Kissell Building.
2. The rental charge will be retained by the Village and must accompany the signed rental agreement along with a Certificate of Personal Liability Insurance extending coverage to the Kissell Building for the date(s) of the rental. The minimum limit of liability is \$500,000.00. A minimum of 30 days notice is required on cancellations in order to receive a refund.
3. The Renter agrees to clean premises and restore to the original condition. The cleaning deposit of \$150.00 will be refunded **if** building is left in order and cleaned according to the attached cleaning and table set-up checklists **and** there is no physical damage to the property. If the Renter wishes, the Village can make arrangements to have it cleaned, but the Renter will forfeit the cleaning deposit. Please check the appropriate line:
 - a. _____ Renter will clean.
 - b. _____ Village will clean and Renter will forfeit \$150.00 cleaning deposit.
4. **The building must be cleaned and vacated by 2:00 am. NO EXCEPTIONS!**
5. The renter shall be responsible and shall pay all damages and charges to the Village of West Unity or other damaged parties, as a result of the renter's use of premises or any related activities. This liability will result regardless of whether it is caused directly by the Renter or a Third Party.
6. Alcoholic beverages shall NOT be permitted for any event other than private party or invitation only.
7. No metallic confetti or glitter of any kind can be used.
8. The Kissell Building is a smoke free building.
9. The Village of West Unity reserves the right to cancel the rental agreement at any time for misrepresentation or false information regarding the use of the Kissell Building.
10. I authorize _____ (phone: _____) to pick up and return the keys for me.

By signing this rental agreement, I understand and agree to abide by all rules and regulations set forth in this rental agreement. I also agree that should any issues arise concerning Village property, I will contact the Village of West Unity Police Department at 419-924-2271 and inform them of the matter.

Renter's Signature / Title (if applicable)

Date

Amount due: \$ _____ + \$ _____ + \$ _____ = \$ _____
Rental fee Cleaning deposit \$50 fee to reserve night before (if applicable) TOTAL AMOUNT DUE

Kissell Community Building Rental Rates

These rates do NOT include the \$150.00 cleaning deposit.

Sunday through Thursday	\$100.00 per day
Friday or Saturday	\$300.00 per day
Not-for-profit community organizations:	\$100.00 per day
Not-for-profit community organizations within the West Unity School District:	\$50.00 per day

*An additional \$50.00 is required if you wish to decorate the evening before the event (after 4:00 pm).

Cleaning Checklist

(Check items off as completed and return this list along with the keys.)

KITCHEN:

- Counters cleaned
- Floor swept and mopped
- Stove & fridge cleaned (if used)
- Mirrors cleaned
- Sinks cleaned
- Trash containers emptied and bags replaced

RESTROOMS:

- Sinks cleaned
- Toilets flushed and cleaned (inside and out)
- Trash containers emptied and bags replaced

MAIN AREA

- Tables cleaned
- All tables in diagram position
- Chairs upside down on tables
- Floor swept and mopped
- Extra tables and chairs neatly put back in storage

FRONT ENTRANCE

- Floor swept and mopped
- Rug swept
- Hangers on coat rack
- Front doors cleaned

NOTE: Cleaning supplies are located in the furnace room and bathrooms.

Signature of person cleaning