



KY

WILLIAMSTOWN SENIOR CENTER CONTRACT AGREEMENT FOR RENTAL FACILITY

Name of Applicant: _____

Type of Function: _____

Telephone: _____ (day) _____ (evening)

E-Mail Address: _____

Mailing Address/Zip: _____

The applicant hereby assumes responsibility and liability for compliance with the rules and restrictions as stated in the guidelines for use of the facility in the attached Contract Agreement, which revisions and restrictions is incorporated herein.

*Security Deposit of \$100.00 will be paid in the form of cash (only) when contract is signed.

*Rental Deposit of \$125.00 will be paid in the form of cash or check (made payable to the City of Williamstown) prior to rental.

Time of event: _____ to _____ Total Hours _____

Date(s) of Event _____

Signature of Applicant

Date: _____

Signature of Witness

Date: _____



WILLIAMSTOWN SENIOR CENTER

Please read the Senior Center Hall Rental Agreement and Conditions of Use carefully. Initial at the bottom of each section and sign in the signature space provided on this page.

Reservations:

1. All the requirements for rental must be completed and approved by the senior center. Required items include but are not limited to the following: signed and completed rental agreement, receipt of rental deposit and fees, photo ID, and certificate of insurance if deemed necessary by the Center.
2. The person signing the rental agreement and/or organization on whose behalf the rental is being made is responsible for compliance with all the conditions of use for the facility.
3. This rental agreement must be signed by a person who is at least twenty-one (21) years of age.
4. Under no circumstances shall the applicant/renter and/or organization sublease or allow any other organization or individual to use the facility during the time and on the dates for which they have reserved the facility.

Initial: _____ Date: _____

Fees:

1. At the time of reservation, a deposit and/or the rental fee in accordance with the current fee schedule is due and payable along with the completed rental agreement. The senior center must be in receipt of the balance of the fees before the facility is considered rented.
2. Renter is responsible for any lost keys and any costs that the Senior Center might incur to replace and/or re-key the facility.
3. In the event the facility is left damaged, the renter and/or organization understands and hereby agrees that they will be charged for any and all janitorial and/or repair fees incurred by the Center, and these fees will be billed to the renter and/or organization.

Initial: _____ Date: _____

Equipment/Accessories:

1. This agreement also includes the use of the senior centers round and/or long banquet tables, chairs and kitchen equipment.
2. If the number of tables and/or chairs provided or the size and/or type of chairs and/or tables provided does not suit the needs of the renter, then the renter is responsible for securing additional chairs and/or tables.
3. Chairs and tables are not to be taken outside of the facilities for any reason.

4. The senior center does not provide AV/PA systems. The renter may bring in AV/PA equipment at their own cost.

Initial: _____ Date: _____

Miscellaneous:

1. If a facility key is issued, the renter is responsible for picking up said key(s) from the senior center or the City Clerk's Office during office hours prior to the event. Renter assumes liability and responsibility of the facility once the key is picked up. Renter will return key(s) on the next day the offices are open following the event.

2. The senior center is not responsible for any items or equipment brought to the center by the renter/s.

3. Trash is to be taken to the trash can outside located through the rear of the kitchen.

4. ALL equipment including tables and chairs are to be put back the way you found them.

5. Absolutely no pins, nails, staples, or unremovable tape shall be used on the walls or ceilings.

6. Glitter, confetti, or sparkles of any kind are not permitted.

Initial: _____ Date: _____

NO SMOKING is allowed **inside or outside** on the facility's property.

Initial: _____ Date: _____

The applicant agrees to indemnify, defend and hold harmless the City of Williamstown Senior Center facility, its employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person(s), damage to property, or third persons arising out of or any way connected with the applicant's rental and use of the City of Williamstown facilities.

Failure to comply with any of the above could result in the loss of your renter's deposit.

Signature of Applicant

Date

**CHECKLIST FOR RENTAL OF
WILLIAMSTOWN SENIOR CENTER
THESE STEPS NEED TO BE COMPLETED IN
ORDER TO RECEIVE DEPOSIT BACK**

**You must bring your own cleaning and paper supplies,
they are not provided.**

1. Tables and counters wiped off _____
2. Furniture put back the way you found it _____
3. Garbage emptied and taken to the outside trash can _____
4. Floor is clean and free of spills _____
5. Outside is clean and free of trash _____
6. Dishes are washed (if used) _____
7. All exterior doors are locked _____
8. Key is returned to the manager Monday _____
9. Walls free of damage _____

Glitter and confetti are NOT permitted

Hanging items from walls is NOT permitted

Items shall NOT be removed from walls

Williamstown Senior Center
400 N Main St.
Williamstown, KY 41018
859-824-6415

Renter Signature _____

Manager Signature _____