

Preble County Senior Center "Great Room" Rental Contract



Name(s) of Renter(s): _____

Address of Renter(s): _____

Phone Number: _____ Email: _____

Date Requested for Rental: _____ M T W T F S S

Start Time of Rental: _____ Ending Time of Rental: _____ (Total hours requested) _____ All Day Rental _____

We have a three hour minimum on rentals. Cleanup time is allowed after the rental.

Type Rental Event (Anniversary, Birthday, Reunion, etc.): _____

Member _____ Nonmember _____ Not-for-profit _____ Business _____ Funeral Meal _____

Rental Set-up:

Estimated number of people expected at your event: _____

Room Capacity is 100.

Number of tables you will need. _____ Round tables seat 5. We will set up the tables per your instructions. (A set-up diagram would be appreciated.)

Do you want tables for serving refreshments, gifts, etc.? How many and where do you want them located?

The kitchen is not available for use and is "off limits" during a rental. A kitchenette is available. Use of the sinks are allowed and must be cleaned after use.

Will this be a carry-in or "catered" event? Name & Phone # of caterer: _____

Will you bring special items into the building: projector, screen, sound system, exhibit materials, etc. Yes or No? If yes, what will you bring? _____

Special arrangements: _____

- Rental of the Great Room includes use of restrooms.
- Use of all other areas of the Senior Center, the lobby, gift shop area, pool table, library, hallways, etc. is prohibited.
- Children must be supervised by an adult at all times.
- The outside grounds of the Senior Center are off limits during inclement weather conditions, mud, snow etc.
- TV and VCR are not available in the Great Room at the Senior Center.
- Use of piano is not permitted without prior approval.
- Rent availability is first come, first served.
- Not available for rental on major holidays.

Deposit: A Security Deposit of \$250 is due with completion of this rental contract. *The Security Deposit will be held until the rental is over. It will be applied to the cost of any damages, losses, excessive cleanup, or overage of hours reserved and paid for as contracted. The balance of the security deposit will be refunded after the event, upon inspection of the facilities and grounds, and at the discretion of the Management. Any and all damages or losses incurred by the Preble County Council on Aging due to the actions of the renter(s), and or their guests, during or in connection with the event at the Preble County Senior Center, are the sole responsibility of the renter(s) and will be paid in full. Notice: In the event that any collection activity becomes necessary, the renter(s) agrees to pay the Preble County Council on Aging its collection and or court costs, plus reasonable attorney's fees.*

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Hourly Rate: *Full payment is due at least 10 business days before the rental.* If you are having a catered meal for your event, one hour is allowed for set-up before the rental begins and one hour is permitted after rental hours for clean-up. The regular hourly rate is shown below. We have a three hour minimum on rentals.

- ◆ Members - \$75 per hour
- ◆ Nonmembers and Businesses - \$95 per hour
- ◆ **All Day Rental: \$500 Members, \$600 Nonmembers**
- ◆ Non-For-Profits - \$50 per hour**
- ◆ Funeral Meals - \$50 per hour

*Upon request documents must be submitted as proof of your organization's nonprofit status.

Liability:

RENTER AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS *THE PREBLE COUNTY COUNCIL ON AGING*, ITS OFFICERS, EMPLOYEES, AND SUBCONTRACTORS FROM ANY LOSS, DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING OUT OF OR OCCURRING IN CONNECTION WITH THIS CONTRACT EXCEPT FOR SUCH LOSS, DAMAGE OR INJURY THAT IS THE RESULT OF THE DIRECT AND SOLE NEGLIGENCE OF THE PREBLE COUNTY COUNCIL ON AGING.

I acknowledge receipt of the Preble County Senior Center rules for rental. Any and all deviations and or changes to the Preble County Senior Center rules require prior consideration and written approval of the management. The list should not be considered comprehensive. All local, state and federal laws and regulations will apply. I agree to the terms and conditions as outlined on rental contract and will be responsible for all outstanding charges or damaged to the facility as a result of this event.

Signed _____ **Date** _____

Date of Deposit _____ Check # _____ Amount \$ _____

TOTAL RENTAL AMOUNT DUE:

_____ hours @ \$_____ per hour = Total due \$_____

Date Rental Payment is Due _____

We must receive a copy of the Certificate of Liability Insurance coverage at least 10 days before the rental date when alcoholic beverages will be served.

Date of Full Rental Payment _____ Check # _____ Amount \$ _____

DATE DEPOSIT WAS RETURNED: _____

Preble County Council on Aging, 800 East St. Clair Street, Eaton, OH 45320
Phone (937) 456-4947 or 1-800-238-5146, Fax (937) 456-6565
Website: www.PrebleSeniorCenter.org - Email: Mail@PrebleSeniorCenter.org



www.facebook.com/preblecountycouncilonaging

Preble County Senior Center Rental Information

The Preble County Senior Center is located at 800 East St. Clair Street, Eaton, Ohio 45320. Regular hours: Monday through Friday from 8:00 am to 4:00 pm. Phone Number (937) 456-4947 or 1-800-238-5146, Fax Number (937) 456-6565. Website:

www.PrebleSeniorCenter.org - Email: Mail@PrebleSeniorCenter.org.



Preble County Council on Aging

Emergency Contact Numbers:
Charlene McCarty - 937.683.6199
Colleen Breeding - 937.533.7768

Rental Rules:

- Rental time begins when you enter the building and ends when the last person leaves the building.
- Tape may be used to secure decorations to the walls, tables, etc. Do not use staples or nails. Decorations must be removed at end of rental. Renter will be given time after the event for cleanup.
- Rental fee includes cost of a security person at the Senior Center.
- The Preble County Senior Center building and grounds (including parking lot) are to be vacated by 1:00 am.
- Any vehicles left on the property for more than 24 hours, without management approval, will be towed at the owner's expense
- There is no smoking allowed in any part of the Preble County Senior Center at any time. A designed smoking area is located outside the building (on the north side).
- No open flames are permitted. Use of fire lit candles must have prior management approval. The fireplace may be used by asking the security person to turn it on/off.
- The renter agrees that loud music, violent and/or unruly conduct, beer or liquor without the proper insurance coverage, controlled substances (drugs), and activities considered unlawful or immoral, are not permitted in the building or anywhere on the grounds by anyone, and the undersigned understands that these behaviors and activities will provide sufficient reason to terminate this agreement on-the-spot or at any time during the use period by an agent of the agency, any police officers or security personnel.
- Use of the kitchen is not permitted and is "off limits" during a Senior Center rental. A kitchenette area has sink & microwave.
- Preble County Senior Center kitchen supplies may not be used. This includes plates, cups, napkins, silverware, pans, dishes, etc. You must furnish your own supplies.
- Management will set up tables and chairs as per your request on the rental form. Round tables will be used with 5 chairs each. Tables are available for serving food. Rental Coordinator will discuss set-up with you.
- The Preble County Senior Center is rented "as is." No tables, chairs, furniture or equipment is to be moved, or removed from premises.
- The renter agrees to leave facility in same condition in which it is found and will be responsible for any damage to facility, equipment, grounds (including shrubs, plants, parking lot and grassy area). This includes emptying trash cans, picking up any trash or litter that occurred on the grounds during your rental.
- Rental includes use only of the Great Room (or Woodlands for that specific rental) and restrooms. All other areas of the facility, including lobby area, pool table, library, gift shop area, hallways, etc. are off limits. No drinks/food outside of rental room.
- Children must be kept under close supervision at all times. The Preble County Council on Aging will not be responsible for any accident due to negligence.
- The Preble County Senior Center is reserved for the use of local area residents and businesses. Management reserves the right to deny rental of the facility at their discretion.
- A security person will inspect the facility before you leave. Your deposit will be held until the event is over and the room is inspected for damage or excessive amount of clean up needed. If the room is left in good condition, the deposit will be returned to you.

Schedule of Payments:

Rental Rates:

Members - \$75 per hour

Nonmembers and businesses - \$95 per hour

Not-for-profits or Funeral Meal - \$50 per hour

All-day Rental Rate - \$500 Members,
\$600 Nonmembers

- * We require a \$250 security deposit at the time you complete and sign the rental contract. Make check payable to PCCOA.
- * Full rental payment is due 1 month before the date of the rental. Make check payable to PCCOA. Upon satisfactory inspection of facility after rental, the \$250 security deposit will be returned to you within 10 days. Refer to rental contract for details.

We have a three hour minimum on rentals. We allow one hour for set-up before the event, and an hour is permitted for break down and clean up after your event. If your event runs over on number of hours requested, regular hourly rates listed above apply after three hours.

Room capacity is 100.

Revised 09/01/2022