

Contract for Rental/Use of the Rushville Village Hall Meeting Room

A \$50 deposit is required at time of reservation for one time users and any individual renting the space for less than eight weeks continuously. This deposit will be refunded within 10 business days from the time of the event or 10 business days from the last date of a weekly event providing there are no damages to the building, grounds, and/or contents, and the building is cleaned (see below). The Village of Rushville will ensure that the Village Hall meeting room will be provided for your use in a clean, neat, and safe condition. We ask that at the conclusion of your event, and/or weekly event, the room be returned in the same condition.

User Fees:

One Time Use:

- Meeting room for Village residents: No Charge
- Meeting room for Non-Village residents: \$25

Weekly Use for Less than 8 Weeks

- Meeting room for Village residents: \$25
- Meeting room for Non-Village residents: \$50

Weekly Use for More than 8 Weeks

- Meeting room for Village residents: \$100
- Meeting room for Non-Village residents: \$200

New York State law prohibits smoking **ANYWHERE** in the building.

New York State Fire Code limits the maximum number of people in the meeting room to: 121 Occupants

If decorations are used the Village requests that pins, tacks or tape **NOT** be used on walls, ceilings, windows, or any wooden trim anywhere in the room. If decorations need to be hung from any of these you must use self releasing adhesive stickers that do not harm the surface of what the sticker is attached to when removed.

Cleaning Specifications: (we will furnish cleaning supplies)

1. We ask that the floor be swept at the conclusion of your event.
2. Bathrooms to be clean (toilets flushed, sinks wiped down) and all toiletries be refilled (we will furnish such paper products, they are located under the kitchenette counter to the left)
3. Kitchenette counter be wiped down if used
4. All decorations removed
5. Tables cleaned (tape removed if used)

If after inspection the building is found to be in need of additional cleaning, the hired custodian will provide cleaning services at the rate of \$15/hr, with a minimum of one hour. This cost will be deducted from the deposit before any refunds are returned.

The building will be opened at the time agreed upon with the Rentee. At the end of the event and after the building has been cleaned, the tables and chairs will be placed in the positions found and lights turned off.

Any damage to the building, grounds, or building contents will be the responsibility of the Rentee. Any cost incurred to repair damages will be deducted from the deposit before any refunds are returned. If the cost exceeds the amount of the deposit the person signing this agreement will be billed for the amount of the difference.

It is the responsibility of the Rentee to ensure that all pictures, artifacts, and files belonging to the Village of Rushville History Room remain in the meeting room and are not damaged, touched or altered in any manner.

The Village of Rushville requests that Rentee and his/her guests not enter the Rushville Village Offices, Records Room or the History Room. If any unauthorized individual enters such rooms the Rentee will be held liable for any mischief and/or criminal activity committed against the Village of Rushville and its property.

The Rentee agrees to hold the Village of Rushville harmless, on behalf of themselves and their guests, for any injury or illness that may take place during, or as a result of, their event. The Village of Rushville reserves the right to request proof of insurance from the Rentee for any and all events deemed appropriate.

Use of Rushville Village Hall Meeting Room Application, Agreement, & Release

One Time Use

Date _____

Open time _____

Close time _____

Multiple Uses

Start Date _____

Open time _____

Close time _____

End Date _____

Weekly Event Day

Will event take place on same day every week? Yes No

If No, please explain dates?

Event Information

What will premises be used for? _____

Total number of anticipated attendees: _____

Fee for Use \$ _____ Check No. _____ Cash _____

Deposit \$ _____ Check No. _____ Cash _____

Rentee Information

Name of person responsible: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone: (____) _____ - _____

Signature of Responsible person: _____

Received for the Village

of Rushville By: _____

Date: _____