

Town of Great Scott Hall Rental Agreement

Name: _____

Date using the hall: _____

Address: _____

Phone number: _____

Use of hall for: _____

HOLD HARMLESS AGREEMENT:

I understand that my use of the Town Hall is undertaken at my own risk and that the Town of Great Scott will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the Township, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the Township from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Town Hall. I also agree to reimburse the Township for any damage, breakage, maintenance, or cleanup costs arising out of my use of the Town Hall.

I, _____ do understand that I will abide by all the rules and regulations and that I am monetarily responsible for any damage to the premises over and above normal wear and tear. I have read the rules and agree to follow them.

Signature _____

Date: _____

Rules:

- No drugs, alcohol, or smoking on the premises.
- Tables and chairs must be arranged as found and no furniture is to be removed from the building. Please lift tables and chairs, don't slide *across* floor.
- If the kitchen and bathrooms are used, they must be cleaned. Any dishes used must be washed and put away.
- Sweep and/or generally clean up after use. If necessary mop floors.
- Please use caution when hanging decorations and remove all tape when taking down.
- Bags of garbage must be tied and placed in garage.
- Before you leave, make sure the lights are turned off. If you turned the heat up, please turn it back down.
- As you leave out the front door, lock it and place the keys in the drop off box in the front door.

A fee of \$50 (\$25.00 deposit and \$25.00 rental fee) is due. Two (2) checks need to be written out to Great Scott Township for \$25.00 each. After the hall is checked over and all is approved, one check for \$25.00 will be returned to you. If You have any questions, please call the town clerk at _____ and ask for _____

No charge for any meetings for nonprofit groups, governmental groups or youth groups.