

BUILDING RENTAL AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20____,
between EAST HANOVER TOWNSHIP, hereinafter known as "Lesser", and

Contact Person: _____

Address: _____

Phone #: (day) _____ (evening) _____

Date of Use: _____ Time of Use: _____

Purpose of Use: _____

Approximate # of People Attending: _____,

hereinafter known as "Lessee",

WHEREAS, the Lessee agrees to abide by the terms and conditions of the Lease together with the rules and regulations in regard to the building, and to such alterations, additions and modifications thereof as may from time to time be made by the Township, which rules and regulations shall be considered a part of this lease, and the Lessee covenants and agrees that said rules and regulations and all alterations, additions and modifications thereof shall be faithfully observed by the Lessee, the employees of Lessee and all persons invited by Lessee into said building. The rules and regulations shall specifically include but not be limited to the following terms and conditions:

1. Absolutely no alcoholic beverages shall be served or permitted in the building or on or around building and park grounds;
2. No smoking shall be permitted in the building;
3. The halls shall not be obstructed or used for any other purpose than for ingress to and egress from the meeting room;

4. Stairway in back hall near the maintenance room shall NOT be used, except in the event that it needs to be used as an emergency exit;
5. Lessee shall not have access to the mechanical/janitor room; all necessary supplies for clean-up are located in the kitchen;
6. Lessee is prohibited from propping any outside doors open during rental use;
7. The Lessee shall keep the premises clean, and shall not sweep or throw or permit to be swept or thrown, any dirt or other substance into any other corridor or halls;
8. No animals (except for service dogs) shall be permitted in the building;
9. Lessee and Lessee's employees and guests shall promptly vacate the building at the time designated in the Agreement;
10. Lessee agrees that the building shall be in the same condition as existed at the commencement of the lease;
11. Lessee agrees that the sum of \$ _____ shall be paid in advance for the rental of the building;
12. Lessee also agrees that a security deposit in the amount of \$ _____ shall be given to the Township to be held by the Township as security for the performance of all the terms, covenants and conditions of this lease and to cover the cost of any repairs and/or corrections of damage which is caused by the Lessee or Lessee's guests as well as the cost of any cleaning which is the result of any violations of the terms of this lease. If the Township determines that any loss, damage or injury chargeable to the Lessee hereunder exceeds the security deposit, the Township at its option may retain the said sum as liquidated damages or may apply the sum against any actual loss, damage or injury, and the balance thereof will be the responsibility of the Lessee. The security deposit is refundable after final inspection, provided there is no damage to building or displacement of equipment and/or fixtures, and all rules have been abided by;
13. Lessee agrees when decorating, only freestanding decorations can be used. No tacks, staples or nails may be put in any portion of the building. Nothing is to be affixed to the walls, sound panels or ceiling. The entrance doors and windows can be decorated with prior approval. Balloons must be tethered to prevent interference with the smoke alarms and air circulations systems. Use of open flame candles, taper candles, confetti and glitter is strictly prohibited;
14. Lessee agrees that a designated representative of East Hanover Township shall have the right to enter the rented premises at any and all times for the purpose of determining whether the premises is being used in accordance with the term of this agreement;
15. Lessee is prohibited from leaving the premises and allowing the facilities to be unlocked at any time;
16. Lessee agrees that tables and chairs may not be removed from the building at any time;

17. Lessee agrees that cancellations will be accepted by East Hanover Township, with a full refund, only when given in writing at least 20 days in advance of the rental date;
18. Lessee agrees that if there is any damage, East Hanover Township reserves the right to revoke privileges from the person(s) from any future rentals of the township building.
19. Lessee hereby agrees to indemnify and hold East Hanover Township, its officers and employees harmless from any and all suits, claims, causes of action and demands for damages, loss of property, injury to persons or property;
20. I have read and fully understand the terms and conditions for rental of the facility.

Lessee Signature: _____

East Hanover Township: _____

Key Number Issued: _____

REQUIREMENTS FOR DEPOSIT REFUND

1. Wipe off all countertops and tables.
2. Wash, dry and return to its proper place any dishes, utensils and cooking instruments. Food shall be cleaned out of sink, strainer and surrounding area.
3. Clean up all spills.
4. Dry mop the floors.
5. Remove belongings from refrigerator and freezer.
6. Make sure all garbage is removed from building and placed in dumpster in back parking lot.
7. Replace all garbage can liners.
8. Be sure that all tables and chairs are replaced according to floor plan.
9. Make sure all lights are turned off, including but not limited to, restrooms, kitchen, meeting room, hallways.
10. Make sure all doors are locked. If doors are not properly locked, deposit will be forfeited.
11. Return the key at the end of the rental. Place the key under the Administrative Assistant's office door in the front of the building and exit through the kitchen.

12. Please report any damages during business hours to the staff. After hours, damages may be reported to an East Hanover Township Supervisors (phone numbers are posted on bulletin board in kitchen).
13. If Checklist Items 1 through 9 are not performed to expectations of East Hanover Township Employee(s) and/or Supervisor(s), individual renting the building will be billed at a rate of \$25.00/hour for a minimum of one hour. Any items that take more than one hour will be billed at a rate of \$25.00/hour to perform the cleanup.
14. If the key to the East Hanover Township building is not returned the entire deposit will be forfeited.
15. If any other damage is done to the East Hanover Township building other than Items 1 through 9, the renter will be billed at a rate of \$25.00/hour plus all materials involved returning Township building back to its proper state of repair.

RENTER'S INSPECTION FORM

Upon arrival on day of rental, please inspect the building, making note of any discrepancies or damages. This form is for your protection. Once completed, please slide the form under the Administrative Assistant's office at the front lobby.

Name of Responsible Party _____

Date and Time of Rental _____

	Yes	No
Are trash cans empty and lined	<input type="checkbox"/>	<input type="checkbox"/>
Are the recyclables collected and bagged for disposal	<input type="checkbox"/>	<input type="checkbox"/>
Are tables and chairs in locations shown on chart	<input type="checkbox"/>	<input type="checkbox"/>
Have you noticed any damage or breakage	<input type="checkbox"/>	<input type="checkbox"/>
If empty, was building locked and lights off	<input type="checkbox"/>	<input type="checkbox"/>
Is there any item you wish to call attention to	<input type="checkbox"/>	<input type="checkbox"/>
Are floors clean and acceptable	<input type="checkbox"/>	<input type="checkbox"/>

