

Perry Township

Rental Agreement and Regulations

Perry Township Administration Building 2408 E Breese Rd. Lima, OH 45806

- The hall manager or designee will meet you to open the hall for your rental at a mutually agreed time and the manager or designee will return at a mutually agreed time to inspect and secure the hall.
- The manger or designee will not supply you with keys to the hall. The manager or designee will ensure the main entrance doors are open and the side door located outside the men’s restroom.
- All doors are to remain closed during your rental period. Please do not prop the doors open because of the air conditioning and heating of the building.
- No Firearms or weapons permitted on the property of the Perry Township administration building.
- This is a non-smoking facility. A butt hut has been provided outside for smokers. Do not discard cigarette butts on the ground. If smoking is suspected in hall or restrooms when manager returns to lock up building security deposit will be forfeited.
- Alcoholic beverages are prohibited on the property of Perry Township.
- Animals are prohibited on the property of Perry Township. Licensed service dogs only.
- Do not place decorations on the walls or from the ceiling. Only table decorations are permitted. No Confetti.
- The rental hall is to be left clean: empty all trash from provided receptacles, trash bags are provided. Restrooms are to be left clean – remove all trash. All tables and chairs are to be left clean and placed back in order that you found them. Please turn off all lights. The kitchen area and all appliances are to be cleaned. Check the outside grounds for cleanliness. Trash is to be placed in the dumpster over by the fire station. All glass and plastic bottles are to be put in the two recycling centers provided in the hall. The Rental Hall and Kitchen area must be mopped after use.
- Cleaning materials and equipment is available for you in the kitchen area.
- The rental area consists of the meeting room, kitchen area and two bathrooms.
- The foyer area and hallway wall photography, decorations and bulletin boards are not to be tampered with.
- Fire extinguishers are available in case of an emergency. The extinguishers should not be tampered with.
- Please supervise children whether inside or outside. Any group under the ages of eighteen must be properly chaperoned and the said chaperone must remain on the premises during the rental period.
- **No parking in front of bay doors.**

Rental Periods 7:00AM to 2:00PM or 3:00PM to 11:00PM, 7 days a week

Rental Fees Are as Follow:

1. **Perry Township residents (including all Perry Township Employees)** \$50.00 for one period, plus \$25.00 deposit or \$75.00 for all day plus \$50.00 deposit
2. **Non Resident:** \$100.00 for one period plus \$100.00 deposit, \$200.00 for all day plus \$100.00 deposit.
3. **Non-Profit:** Perry Org/ Governmental Agency \$0 rental fee/deposit, Outside Non-Profit \$50.00 rental fee, no deposit.
4. **For Profit:** Perry Organizations \$100.00 for one period or \$150.00 for all day plus security deposit \$100.00. Outside Organization \$150.00 for one period or \$300.00 for all day plus security deposit of \$150.00.

Deposit and Rental Policy

No cash money will be accepted. Checks or money orders only. Please make checks or money orders payable to Perry Township Trustees. Two (2) separate checks are required. Person signing the rental agreement must be present when rental hall is opened, utilized and meet rental hall manager.

The Deposit and rental fee checks or money orders are due at the time of signing the agreement to secure the time and date. If rental fee check is returned for insufficient funds, a \$50.00 return check fee will be charged. Payment must be from individual signing the rental contract.

When all aspects of the contract have been met, the deposit check will be returned. Cancellation must be made at least 24 hours prior to booking date/time or deposit check or money order will be forfeited. Checks and money orders must be received from the person signing the agreement for the rental hall. They are the responsible party.

If the rental hall is not cleaned properly, an amount of \$25.00 per hour (minimum of 1 hour) for cleaning will be deducted from the deposit check. If damage to the facility does occur, the cost of the repairs will be deducted from the deposit. If damages exceed the amount of the deposit, the responsible party will be billed for the balance. Any violation of the above rules may result in the forfeiture of all, or part of the deposit as determined by the rental hall manager or designee.

Perry Township is not responsible for lost or stolen items.

For information concerning reservations call: Mr. Jerry Hunt at (Home) 419-222-5062 or (Cell) 419-235-2714

Rental Agreement for Use of the Perry Township Rental Hall

The undersigned, as an individual, and/or agent for the group or organization designated do hereby agree to comply with all of the rules and regulations, which is attached, governing the use of the Perry Township Rental Hall. It is further agreed, I assume full responsibility for the payment of the rental fee or deposit and any damages done to the property while using hall.

Signature of Responsible Party: _____ Date: _____

Person Responsible: _____ Phone: _____

Address: _____

Rental Fee: _____ Deposit: _____ Check/ Money Order #'s _____

Date of Event: _____ Time: _____ (Beginning and Ending Time)

Type of Event Planned: _____

Signature By Hall Manager or Designee of Acceptable Rental Agreement and Payment Received:

_____ Date: _____