

Awareness Washington County Building Rental Rules/Agreement

Please read over the following information and be sure that you understand all the terms of agreement for use of the building. You will be held responsible for all the terms stated.

Rental Terms:

The price to rent the Awareness Washington County Building at 198 Joseph St. Salem, will be \$50 per day. A \$100 damage/key return deposit must be paid along with the rental upon signing of this rental agreement.

NOTE: Should you fail to return your key, the full deposit will be forfeited. Further note that if damages exceed your \$100 deposit, you will be responsible for any amount above the deposit as well. Should you notice any damage upon entering the building and before your event begins, please notify Geoffrey Harrison of your concerns to avoid being held responsible for existing damages that may have occurred before you arrived. Building rental ends at midnight, the day of the rental, unless previous arrangements are made. The buildings maximum capacity is 75 people. 13 tables are available as well as 72 chairs. The building is handicap accessible.

Rules/Guidelines:

1. NO alcohol is permitted in the facility.
2. Absolutely NO tape or nails may be used to affix anything to the walls, ceiling fans or ceiling. Doing so may cause damage that would result in the loss of your deposit. Use only approved and non-abrasive materials to attach items or post them on the large blackboard within the room.
3. If using the kitchen, it must be left as you found it...clean and in good order. **DO NOT USE KITCHEN ITEMS** such as paper goods, silverware, coffee or items in the refrigerator. This includes drinks.
4. Cleaning items may be found under sink or in utility room.
5. Empty the trash in the bathrooms, kitchen, main room and TAKE ALL THE TRASH WITH YOU WHEN YOU LEAVE. There is no trash pick-up at this building.
6. Sweep and mop, if necessary, being sure that you have left the building just as you found it. This includes returning the tables and chairs to the areas you found them upon arrival.
7. Return the thermostat to its original level when you leave.

I have read the information and agree to the terms stated.

Date: _____ Name: _____ Phone: _____

Inquiries may be directed to Geoffrey Harrison 812-620-5167

**Awareness Washington County
Building Rental Check List**

Please be sure that you complete the following before leaving. Failing to do so may mean forfeiting your deposit as agreed on the signed rental agreement form.

___ Kitchen cleaned and returned to good order. Cleaning supplies are located under sink or in utility closet.

___ Floors swept (or mopped if needed). Mop and broom located in utility closet.

___ Trash emptied into trash bags provided. Remember to take the trash bag(s) with you since there is no trash pickup at the building.

___ All tables and all chairs returned to original placement.

___ Return thermostat to original setting.

___ Doors will be locked upon leaving. Key is to be returned the day following your event.

If you have any questions, contact Geoffrey Harrison at: 812-620-5167

Please sign and date and leave on the table before exiting the building.

Signature of responsible party:

_____ **Date:** _____

telephone: _____

