

**Meadowthorpe Community Center  
Rental Agreement  
Effective: February 11, 2010**

Available hours: Monday-Saturday (9 a.m. – 10 p.m., Sunday (2-6P.M.)  
availability of volunteers.

*Sunday rentals are limited based on the*

No Rentals on July 4<sup>th</sup>, Thanksgiving Day, December 24<sup>th</sup>, 25<sup>th</sup>, 31<sup>st</sup> or January 1<sup>st</sup>.

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Purpose or nature of meeting/activity:** \_\_\_\_\_ **Number of People:** \_\_\_\_\_\*

**Children in attendance:** Yes: \_\_\_\_ No: \_\_\_\_ [See Rule regarding use of Gas Fireplace.] \* (Limited to 72 guests)

**Table arrangement requested (Number and location):** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_ **Start time:** \_\_\_\_\_ **End time:** \_\_\_\_\_

<b><u>Rates</u></b>	<b>Refundable Security Deposit (Refer to page 2)</b>	\$ _____ 200.00
	<b>Refundable Deposit for use of the fireplace \$100.00 Yes / No</b>	\$ _____
	<b>Cleaning Fee</b>	\$ _____ 65.00
	<b>Rental Fee: \$50.00 per hour X _____ hours</b>	\$ _____
	<b>Overhead Projector Available \$20.00 Yes / No</b>	\$ _____
	<b>Date Paid _____ Total Charge (Cash or check to MNA)</b>	\$ _____

**Policies**

1. The completed Rental Agreement, Deposits, plus all Fees are due 14 days prior to (in advance of) the rental date and are deposited upon receipt into the MNA bank account. There are no exceptions to the policy.
2. Refundable deposits will be returned within 10 days following the rental if all rules, cleaning and rental guidelines have been met and no damage has occurred. There are no exceptions to the policy.
3. Cancellations must be made at least 48 hours before the scheduled rental date in order to receive a full refund, which will be returned within 10 days.
4. In the event of a "no-show" renter or late cancellation, the MNA **will retain** the Rental Fee. However, the MNA will refund the Security Deposit and Cleaning Fee within 10 days.
5. Immediately before the rental event, an MNA representative and the person responsible for the rental will review the rental guidelines and complete a brief inspection of the premises. Only an authorized member of the Meadowthorpe Neighborhood Association (MNA) will grant access to the community center.
6. The MNA reserves the right to enter the building during a rental event.
7. The Association does not discriminate on the basis of gender or gender identity, race or color, ethnic or national origin, political affiliation or belief, religion, or disability.

**General Agreement**

- ✓ By signing the documents provided, the renter is officially informed that failure to follow the rules listed in the (1) Rental Agreement (2) Cleaning Agreement (3) Security Deposit Agreement can result in the immediate cancellation of the rental, forfeiture of the Security Deposit and the renter may be denied use of the community center in the future.
- ✓ The permit holder shall release, absolve, indemnify, save and hold harmless the Meadowthorpe Neighborhood Association and Lexington-Fayette Urban County Government, the Division of Parks and Recreation, and their agents and employees, from and against all liability, claims, and demands on account of personal injuries (including, without limitation to the foregoing, workmen's compensation and death claims) or property loss or damage of any kind whatsoever, to the permit holder or any individual(s) who is injured at the function for which the facility is being used, which arise out of or is in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused by, the negligence of the permit holder or of the Lexington-Fayette Urban County Government, the Division of Parks and Recreation, or by any of their agents or employees, the Meadowthorpe Neighborhood Association, or by accident or otherwise.

**Security Deposit Agreement**

- ✓ Excessive dirtiness will result in the loss of some or all of the Security Deposit.
- ✓ Damage to the floor, walls, counter tops, appliances, furnishings or fireplace will result in the loss of some or all of the Security Deposit.
- ✓ Excessive damage requiring replacement or repairs exceeding \$200 may result in additional liability.

**Cleaning Agreement**

- ✓ Cleaning is provided by a professional cleaning service hired by MNA.
- ✓ Excessive dirtiness resulting in cleaning fees beyond the customary rate or damage to any part of the facility will result in a reduction or loss of the security deposit refund.

**Facility Rules**

1. No one under the age of 21 may rent the facility.
2. Children must be supervised at all times.
3. This is a non-smoking facility.
4. No alcohol is allowed.
5. Intoxicated persons and intoxicating drinks are not permitted in the community center or anywhere in the park.
6. No gambling, fighting or profanity allowed in the facility or on the grounds.
7. Do not attach anything to the walls, mantel, cabinets or doors. Table top decorations and free standing items that do not damage the floor are permitted.
8. Use the tables as they are set up. Do not change the table arrangement. Do not push/scoot the tables across the floor.
9. No tables are permitted near walls.
10. Use the kitchen bar and the table near the windows for all food and beverage service or buffets.
11. The gas fireplace is used **AT THE RENTER'S OWN RISK**. The Gas Fireplace may be used for adults-only functions and **IS NOT** available when children are present. The renter agrees to hold the MNA and the LFUCG harmless for injury or death resulting from the use of the gas fireplace. The MNA representative is responsible for lighting and turning off the fireplace.
12. Report any maintenance problem, plumbing problem, or breakage to the key holder.

**The renter is responsible for the following**

- **Trash:** Trash can bags are provided. Replace the bag each time the trash can is emptied. Place trash bags in the dumpster located just outside the utility room.
- **Spills:** Wipe up spills immediately. Use only water or mild detergent on the floors, counter top and appliances. No Abrasive Cleaners are to be used on the walls, doors, floors or appliances.
- **Dish towels:** Paper towels are provided. Renters should bring and remove their own dishtowels or tea towels.
- **Dishes:** Wash kitchen utensils, pans, etc. and return each to its place. The contents of the cupboards are listed on cards inside the cupboard doors.
- **Food:** Remove all food, beverages and ice from the building before you leave the building.

**I agree to comply with all parts of the Rental Agreement including Rates, Security Deposit Agreement, Cleaning Agreement and Facility Rules.**

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MNA Key holder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_