

Meadowthorpe Community Center Rental Agreement

Effective: December 10th, 2018

Available hours: Monday-Saturday (9 am - 10 pm). Sunday (2 - 6 pm). No Rentals on July 4th, Thanksgiving Day, December 24th, 25th, 31st or January 1st Available days and hours are limited or can be extended based on the availability of volunteers.

Name of Renter/Organization: _____

Address: _____

Phone #: _____ Cell #: _____ E-Mail: _____

Purpose or nature of meeting/activity: _____ *Number of Attendees: _____

* (Limited to 72 guests)

Rental Date: _____ Start time: _____ End time: _____

Rates

Required	Refundable Security Deposit (Refer to page 2)	\$	200.00
Required	Cleaning Fee (Refer to page 2)	\$	75.00
Circle One	Rental Fee per hour:	\$	
→	Regular: \$50.00		
→	>20hrs + Non-Profit: \$25.00 (KY SOS Organization # Required)		
→	<20hrs + Non-Profit or For-Profit: \$33.00 (same as above)		
Yes / No	Overhead Projector Rental: \$20.00	\$	
	Organization # (if applicable):	\$	
	Date Paid:		
	Total Charge (Cash or check to MNA)	\$	

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 (Meadowthorpe Neighborhood Association) 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 MNA will grant access to the community center.
6. The MNA reserves the right to enter the building during a rental event.
7. The MNA 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 and terms listed in the (1) Rental Agreement (2) Cleaning Agreement (3) Security Deposit Agreement (4) Facility Rules 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.

- ✓ The building at 333 Larch Lane and the adjoining park and parking lot are the property of LFUCG. The Meadowthorpe Neighborhood Association acts solely as the rental agent of LFUCG for scheduling and collection of fees set forth in this agreement.

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. If tables and chairs are moved, return tables and chairs to original arrangement in which they were found. In order to avoid floor damage, do not push/scoot the tables or chairs across the floor.
9. In order to avoid paint damage, no tables or chairs are permitted near walls.
10. The gas fireplace is not functional. Please refrain from touching any fireplace mechanisms.
11. Report any maintenance problem, plumbing problem, or damage to the MNA representative.

Renter Responsibilities:

- **Trash and Recycle:** Trash can bags are provided. Replace the bag each time the trash can is emptied. Place trash bags and recyclables in the appropriate 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.
- **Towels:** Paper towels are provided. If applicable, renters should bring and remove their own dishtowels.
- **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, Policies, General Agreement, Security Deposit Agreement, Cleaning Agreement, Facility Rules, and Renter Responsibilities.

Renter Signature: _____ **Date:** _____