

**TOWN OF ELLETSVILLE
HERITAGE CENTER RENTAL AGREEMENT**

Name _____ Organization _____

Address, City, State, Zip _____

Phone Number _____ Date of Rental _____ Time of Rental _____

Rental Fee _____ Deposit Amount \$ _____ C O I _____

Rental Fees: **Security Deposit / Insurance for In-Town
and Non-Residents:**

- In-Town Resident: \$125
- Non-Resident: \$250

- \$500 Damage Deposit; or
- Certificate of Liability Insurance for
\$100,000 minimum and the Town of
Ellettsville shall be listed as an additional
insured (attach to this Agreement)

Please review the Heritage Center Rules ("Rules") which are attached hereto as Attachment A. Please sign the Rules. Signature on the Rules is required for the Heritage Center Rental Agreement ("Agreement") to be valid.

I, either individually, or as a representative of the above-named organization, hereby reserve the Heritage Center for the above-listed date and time. As the party responsible for this rental, I understand it is my duty to see that all Heritage Center Rules, Attachment A, are adhered to during the time specified on the Agreement.

Agreement will not be accepted without the Rental Fee, \$500 Damage Deposit or Certificate of Liability Insurance and Attachment A with a signature.

Signature: _____ Date: _____

Office Use Only

Fees/Deposited Collected:

Rental fee \$ _____

Deposit \$ _____ (if applicable)

Total \$ _____

Receipt No _____

Date Paid _____

Deposit Refunded (if applicable):

Deposit \$ _____

Date Refunded _____

Check Number _____

After Rental Inspection:

Employee Conducting Inspection: _____

Condition: _____

Refund Authorized (if applicable): \$ _____ Signature: _____

Copies to:

Clerk-Treasurer

Police

Street

Attachment A - Heritage Center Rules

Purpose: The Town of Ellettsville Heritage Center (Heritage Center) exists to provide a safe, welcoming and inclusive space for all community members to gather, learn and participate in artistic activities.

1. The Heritage Center is monitored by cameras.
2. The Heritage Center will be open as a gathering space for the public from 9:00 a.m. to 3:00 p.m., Monday through Friday, at no charge. If you would like to guarantee a space is available during this time, please call (812) 876-8008 to reserve a meeting room.
3. While the Heritage Center is a gathering place for the community, programs or classes will be offered that will require registration in advance.
4. The Heritage Center may be rented after hours, from 5:00 p.m. to 9:00 p.m., Monday through Friday and 8:00 a.m. to 10:00 p.m. on Saturdays and Sundays. Reservations are confirmed after a signed rental agreement and full payment of the rental fee and security deposit. Rentals are for the approved date, time and areas only. Rental time includes setup and cleanup. Security deposits may be withheld for excessive cleaning, damage and rule violations.
5. Maximum occupancy limits must be observed at all times.
6. Access to restricted areas (office and mechanical room) is prohibited. Only authorized individuals may access staff-only or restricted areas.
7. Treat staff, volunteers and other visitors with courtesy and respect.
8. Discrimination, harassment or abusive language or behavior will not be tolerated.
9. Use all rooms, furniture, and equipment properly and only for their intended purposes.
10. Keep all areas clean and tidy—dispose of trash in designated bins.
11. Noise levels must remain reasonable and comply with local ordinances.
12. Food and drinks are allowed.
13. Beer and wine are allowed when the building is rented after the hours of 4:00 p.m., Monday through Friday and on Saturdays and Sundays.
14. Drugs, smoking (including vaping) and weapons are strictly prohibited.
15. No running, rough play or disruptive behavior.

16. Report any problems, accidents or damage immediately to (812) 876-2297.
17. Children under the age of 18 years must be accompanied and supervised by an adult at all times.
18. Parents/guardians are responsible for their children's behavior.
19. Respect the activities and privacy of others and do not interrupt them.
20. Keep personal items with you; the community center is not responsible for lost or stolen property.
21. Use computers, Wi-Fi, I-pad, wireless printers and other digital devices for appropriate purposes.
22. All visitors must leave promptly at closing time.
23. Renters are responsible for cleaning the Heritage Center. Shared meeting rooms, galley kitchen and art materials must be used with care and left clean after use.
24. Return furniture and equipment to their original setup.
25. Remove all food from refrigerators and freezers.
26. Dispose of grease and food waste properly (do not pour grease down drains).
27. All decorations, signage, balloons and event materials must be removed.
28. All trash must be bagged and removed from the building. Do not leave trash in hallways, restrooms or outside entrances.
29. Do not block exits.
30. No flammable, toxic or hazardous materials may be used without prior approval. Candles, open flames, fog machines and pyrotechnics are prohibited.
31. Anyone violating the aforementioned rules, will be banned from the Heritage Center.
32. Disorderly, unsafe or illegal behavior is grounds for immediate termination of the event without refund.
33. Management reserves the right to deny any rental request and/or terminate an event for rule violations or safety concerns.

Date

Signature