

TOWN OF SCIO

www.townofsciony.org

HALL RENTAL AGREEMENT

4355 Vandermark Rd. | County Road 10 | PO Box 105 | Scio, NY 14880 | Office: 585-593-5777 | Fax: 585-593-0302

Name: _____

Address: _____

Phone: _____ Email: _____

Nature of Organization: _____
(private, non-profit, meeting, group, etc.)

Please describe: _____

Date of event: _____ Time: _____ to _____

Approximate number attending: _____

I have received, read, and understand the Town of Scio Hall Rental "Policy and Rules" & "Contract for Cleaning" and take responsibility to ensure that all participants adhere to these policies.

Signature of Renter (Responsible party): _____

Today's date: _____

The Fee for A half day is \$75.00. The Fee for a full day is \$125.00, and the cleaning Deposit is \$100.00.

For Office Use Only

Usage Fee \$ _____ Cleaning Deposit: \$ _____

Total Fee \$ _____

Full payment received \$ _____ Check# _____

No Charge resident: _____

MAXIMUM OCCUPANCY 228

1. Clean all tables and chairs and return to the proper rack
2. Turn the Thermostat back to 60 degrees F
3. Turn off all lights and make sure all doors and windows are locked
4. Sweep and/or mop floor
5. Take out all garbage
6. Leave no food in the kitchen or in the refrigerator
7. All dishes, appliances, etc. used in the kitchen must be cleaned and stored in their proper place
8. All property belonging to the Town Hall must stay in the Town Hall
9. No illegal use of alcohol under the age of 21 years, or drugs
10. Return the keys to the drop box out front (you will be charged an additional \$10 if key is not returned)
11. Remember: **THIS IS A SMOKE FREE BUILDING**

The Town of Scio takes no responsibility for personal effects and possessions left on the premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

The Town of Scio will assess the condition of the facility once you have vacated it. The cleaning deposit will be returned accordingly (see Cleaning Contract). The authorization of payments will be made each month at the town's regular board meetings.

Renter agrees to hold harmless and indemnify, the Town of Scio for any and all injury or damages that take place on the premises, unless the injury or damage is caused by the sole negligence of the owner, The Town of Scio.

If the event of an EMERGENCY please contact Town Supervisor, (585) 596-9151 OR Town Clerk at (585) 610-2923.

CONTRACT FOR CLEANING

This contract is made between _____, (renter/parties) and the Town of Scio. The Town of Scio requires to have certain cleaning, housekeeping, and/or janitorial services as described below **PERFORMED BY THE END OF THE DAY AFTER YOUR EVENT. ONLY with permission from the Town Clerk or Town Supervisor, you may come back the following day to clean if the Community Center is not rented for that day. Renter must make the premises presentable as the Community Center may be rented the following day by other parties.**

The renter/parties hereby agree to the following services be performed as follows:

1. Turn thermostat to 60 degrees F
2. Turn off all lights and make sure all doors & windows are locked
3. Clean any and/or all dirty tables and/or chairs & return to proper racks in proper form
4. Thorough cleaning of floors to include sweeping of entire Community Center; vacuuming of carpets/rugs and mopping floors (as needed)
5. Removal of any and all decorations
6. Leave NO FOOD in kitchen or refrigerator
7. Cleaning of kitchen & appliances and stored in proper place (if used)
8. Thorough cleaning of bathroom toilets & sinks
9. Removal of trash from interior trash containers (including bathrooms) to outdoor bin container located on the back of the Community Center.
10. All property belonging to the Town Hall must stay in the Town Hall
11. NO illegal use of alcohol under the age of 21 years, no drugs
12. This is a SMOKE FREE building

All cleaning supplies are located in the closet next to the restroom.

After cleaning, return the keys to the drop box out front (you will be charged an additional \$10 if key is not returned)

Renter's Signature

Renter's Printed Name

Date of Event

Date of Signing

Town Clerk's Signature

Date of Signing