

## Fairfield Civitan Club Building Lease Conditions, Rules and Standards

### Conditions for Rental

“**QUALIFIED PERSONS**” means any individual or group that is financially able to pay the security deposit and rent and is deemed to be able and willing to meet all conditions of the lease. Lessee **MUST BE 21 YEARS OF AGE AND BE PRESENT AT ALL TIMES** during the event. These person/persons must sign the lease as the Renter. If the lessee is a renting group, the individual signing must have the authority to bind the renting group.

New lessees must apply in person to the Rental Manager to show credentials that they and their groups are qualified to rent the building, and confirm, by signing the Lease, that they understand these rental requirements and will conform to them. Further they must prepay, by group or personal check or cash at the time of signing the lease, the required security deposit.

Previously qualified groups or individuals who have rented the property in the past, for which the Rental Manager has current records, and who have fully demonstrated their willingness and ability to comply with rules governing use of the property, may deal with the Rental Manager by phone or email/mail. They will sign the appropriate lease agreement for requested uses of the building, will prepay the Security Deposit specified in their lease and will be expected to familiarize themselves with changes to these rules and aide by these changes.

Windows curtains, pictures and plaques will not be removed from the walls, unless previously discussed with the Rental Manager. Lessee will make sure that all items are replaced, and respected in the full sense of the word. Any and all flags that are removed will have the **UTMOST RESPECT** and honor bestowed to them as to where they are stowed away. No building furniture except metal folding chairs shall be moved outdoors. The building gate at Hunter Rd. will be closed and locked after use. Any cleanup required beyond the normal bi-weekly cleaning of the building and the surrounding facilities will be deducted from the security deposit. The premises must be cleaned immediately after every event by the Renter so that the Fairfield Civitan Club can do an inspection the next day after the rental.

Following is the required after-use standard:

1. Kitchen Range ovens, counter tops and kitchen basins cleaned, if used.
2. Refrigerator emptied of any items brought by the Lessee. Other items in the refrigerator will be left there.
3. All interior and exterior decorations taken down and removed from the property.
4. Floor clean of dust and other debris and mopped in the event of food or beverage spills or if water and mud have been tracked in from outside. This includes the meeting area, kitchen and rest rooms.
5. Trash removed from the trash cans and new can liners inserted (bags are provided). All trash will be removed from the property by the Lessee. A minimum of \$20.00 will be charged for not removing garbage and a higher amount may be charged solely at the discretion of the lessor.
6. Long tables stacked, **TOPS UP**, in the Northwest corner of the main room. All folding chairs returned to their carriers and the wood chairs returned to along the long walls of the room.

7. Outside picnic tables returned to the area of the barbecue pit, south of the building, and trash from the rental on the grounds and parking lot removed.
8. Thermostat will be controlled by the Civitan. Any additional heat or air conditioning can be provided during or before the rental.
9. The Lessee will return the keys within 24 hours of the last day of rental if a prior arrangement has not been made with the Rental Manager.

Other Lessee Responsibilities:

The Lessee will be held responsible for all cleanup/damages, even when these costs exceed the Security Deposit. Causing damages to the property through failure to enforce the rules in this contract including proper cleanup after the rental, and in particular permitting unapproved alcohol on the property, may disqualify the lessee from future rental privileges.

**Damages:** The Lessee will be held responsible for all cleanup/damages incurred which the Fairfield Civitan Club must pay to correct. Further, club members time spent cleaning, and/or repairing damage will be charged to the Lessee at a rate of \$100/hour.

**Surrounding area:** The Fairfield Civitan is located right next to Harbin Park in Fairfield Ohio. It is also surrounded by a very quiet community. The Fairfield Civitan Club requires lessee, as well as guests, to respect the area in respect to the noise level coming from our building and grounds. In the event that the police have to be dispatched to the grounds due to the event being too loud, the Lessee will **lose 1/3 of the security deposit**. If the police have to be dispatched a 2<sup>nd</sup> time, the Lessee will **lose the remaining deposit** and be asked to shut down the event. A citation from the City of Fairfield may also be given at this time.

The Lessee will also have the right to use the fire pit, which is located on the grounds. There will be no burning of anything other than firewood. Any firewood that is on the grounds, not clearly marked for "Club Use Only" may be used for the fire pit. At the conclusion of the rental, the Lessee will make sure all embers have been put out and there is no more smoke affecting the surrounding area.

Lessee: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by Civitan: \_\_\_\_\_

Date: \_\_\_\_\_