

Fairfield Civitan Club Building Lease Conditions, Rules, and Regulations

Conditions for Rental

“Qualified Persons” are defined as individuals or groups that are financially able to pay the security deposit and rental fee and who are deemed willing to meet ALL conditions of the lease. Lessee MUST BE AT LEAST 21 YEARS OF AGE AND MUST BE PRESENT AT ALL TIMES during the event. The person/persons must sign the contract as the lessee. 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 provide credentials that they, and their groups, are qualified to rent the building and confirm by signing the lease agreement that they understand the rental requirements and will conform to them. Further, they must pay a rental deposit by personal check, cash, or money order, at the time they sign the lease.

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 the use of the property, may make arrangements with the rental manager by phone or email/mail. They will sign the appropriate lease agreement for the requested use of the building, will pay the rental deposit specified in the lease agreement and will be expected to familiarize themselves with any changes to these rules and abide by the changes.

The lessee will be permitted the use of the fire pit. Lessee may bring their own firewood. For convenience, arrangements can be made to purchase wood located on the premises for a \$50 charge. Burning anything other than firewood is prohibited. Do not burn items such as glass, aluminum cans, pressure treated wood, painted wood, beer cans and bottles, aerosol cans, plastics or any other trash. Burning anything but firewood could result in security deposit forfeiture. At the conclusion of the event, the lessee will make sure all embers are out, and there is no smoke affecting the surrounding area.

Window curtains, pictures, and plaques will not be removed from the walls **UNLESS** prior arrangements are made with the rental manager. Lessee will make sure that all items are replaced to their original place, undamaged. All flags that are removed will be treated respectfully and returned to their original location once the event has ended. No building furniture except for metal folding chairs shall be moved outdoors. Please do not decorate with glitter. It is practically impossible to clean up. The building gate at Hunter Rd. will be closed and locked after use. The premises must be cleaned immediately after every event by the lessee so that the Fairfield Civitan Club can do an inspection the following day. Any cleanup required by the Fairfield Civitan Club that is beyond the regular, routine cleaning of the building and surrounding facilities will be deducted from the security deposit.

Clean up procedures after the event

1. Kitchen range, ovens, countertops, 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 are taken down and removed from the property.
4. Floor cleaned of dust and other debris and mopped if food or beverage were spilled or if water and mud have been tracked in from the outside. Areas cleaned include the meeting area, kitchen, and restrooms.
5. Trash removed from the trash cans and new liners inserted (bags are provided). All trash will be removed from the building and grounds and deposited in the dumpster. A minimum of \$20.00 will be charged for not properly disposing of trash.
6. Long tables stacked, **TOPS UP**, exactly how they were found before use. All folding chairs returned to their carriers and the wood chairs returned along the 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 disposed of in the dumpster.
8. The rental manager controls the thermostat. Lessee may contact the rental manager if the heat or air conditioning needs to be adjusted.
9. Lessee will return the keys (if given out) within 24 hours of the last day of rental if a prior arrangement has not been made with the rental manager.

Surrounding Area: The Fairfield Civitan Club is located right next to Harbin Park in Fairfield, OH. It is also surrounded by a very quiet neighborhood. The Fairfield Civitan Club requires lessee and all guests to be cognizant of the noise level and be respectful of our neighbors. If the Fairfield Police are dispatched to the grounds due to the noise level or other disturbance, the lessee will **FORFEIT 1/3 OF THE SECURITY DEPOSIT**. If Fairfield Police are dispatched a 2nd time, the lessee will **LOSE THE REMAINING SECURITY DEPOSIT** and will be asked to end the event. A citation from the City of Fairfield may also be given, and a complaint report will be sent to the rental manager from the Fairfield Police Department.

Failure to follow lease conditions, rules and regulations

The lessee will be held responsible for all cleanup/damages, **EVEN** if these costs are more than the security deposit. Causing damages and improper cleanup may disqualify the lessee from future rentals. Any club member's time spent cleaning, and repairing damage will be charged to the lessee at a rate of **\$100/hour**. Permitting unapproved alcohol on the property will disqualify the lessee from future rental privileges.

Lessee: _____

Date: _____

Civitan representative: _____

Date: _____