



## Village of Adelphi Conference Room Reservation Contract

11759 Market Street, P.O. Box 568, Adelphi, Ohio 43101

Mayor and Clerk (740) 655-3445 Administrator (740) 655-3443  
Fax (740) 655-3115 website: www.adelphiOhio.com

Event Name/Purpose of Use \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_

Time of Event: \_\_\_\_\_ If profit-motivating activity, check here \_\_\_\_\_

### Availability:

- a. The conference room located within the Villages Community Center is available for rent on weekdays 1 pm to 11 pm and on weekends 8 am to 12 am.
- b. Room is not available: 1) Mon. – Fri. 8 am to 1 pm/Senior Center. 2) 2<sup>nd</sup> Tuesday each month/Council Meeting. Council meeting is subject to change. 3) Easter, Thanksgiving, Christmas Eve, Christmas Day.

### Rental Fees:

- a. The Conference Room may be reserved for the following cost:
  - (1) Village of Adelphi residents, civic associations or person employed within the Village of Adelphi for social events (i.e. no profit-motivated activity) cost is \$75.00 including a \$50.00 refundable deposit
  - (2) Non-resident of Adelphi for social events (i.e. no profit-motivated activity) cost is \$100.00 including a \$50.00 refundable deposit
  - (3) All persons wishing to reserve the Conference Room for any profit-motivated activity the rental fee will be 25% of the total receipts or the standard rent, whichever is greater. Reservation cost is \$100.00; \$50.00 standard rent and \$50.00 refundable deposit
- b. Contract holder agrees to reimburse the Village of Adelphi for any damage to premises, building and equipment. Rent and refundable deposit are separate charges and will not be used as compensation for any damages.

### Payment of Rental Fee and Deposit:

- a. Payment shall be submitted in advance along with this contract to reserve the Conference Room.
  - (1) Village of Adelphi residents, civic associations or person employed within the Village of Adelphi shall submit two checks. One check for \$25.00 rent and one check for \$50.00 deposit
  - (2) Non- residents of Adelphi shall submit two checks. One check for \$50.00 rent and one check for \$50.00 deposit
  - (3) Persons wishing to reserve the Conference Room for any profit-motivated activity shall submit two checks in advance. One check for \$50.00 standard rent and one check for \$50.00 deposit.
- b. Checks and money orders only. No cash will be accepted. If submitting money orders, leave the 'pay to' on deposit check blank.

### Conference Room Policies:

- a. Community Center rules must be followed.
- b. Alcohol, illegal substances, smoking, gambling, glitter, confetti, bubble/fog machine, lit candles (excluding candles on birthday cake) are prohibited.
- c. Pets are not permitted in building.
- d. Maximum Capacity is 58 persons.

- e. Room shall be cleaned up after use. Group is responsible for set-up of room and return to original set-up upon completion of their event. Tables and Chairs **may not** be removed from the room. Table, chairs and building must not be defaced in any way. **Use of electronic equipment in room is prohibited.** This includes the TV, DVD Player and Computers. All rubbish must be removed from the room and placed in the dumpster located on the west side of the building (Gravel Parking Area). Grounds shall be kept in good and clean condition.
- f. No tacks, nails, or highly adhesive materials, e.g. packing/masking tape, may not be applied to painted surfaces.
- g. No personal property shall be on premises other than during the rental period.
- h. Use of the kitchen is limited to use of the refrigerator, counter tops and sink only. **Use of the stove is prohibited.**
- i. Youth/teen activities must have adequate adult supervision of at least 1 adult per 10 youth.
- j. All local and state laws must be observed.
- k. In event of emergency, call 911 and/or notify Contact Person/ Village Officials.
- l. The Village of Adelphi is not responsible for any lost or stolen property.
- m. Failure to comply with the above conditions will result in forfeiture of deposit.
- n. Failure to notify contact person of departure of premises and failure to sign out will result in forfeiture of deposit.
- o. Please Note: The Community Center is also a working fire and EMS facility. It also houses the village administrative offices and the local food pantry; therefore personnel may be present at any time.
- p. Groups or individuals who abuse the facility or violate the rules and regulations will be required to leave the premises and will not be issued any future permits. **Contract signer is legally and financially responsible for actions of group and is required to be present at the event for which the Conference Room rental is sought. Note: Under Ohio Law, this contract is a public record and as such is subject to disclosure pursuant to a public records request.**

**The undersigned agrees:**

- a. To accept the premises in its present condition and return it in the like condition.
- b. To follow the Conference Room Policies.
- c. To defend, indemnify and hold harmless the Village of Adelphi and its members or agents against all liability to persons or personal property on the premises, and from any and all claims, injuries and liabilities arising out of use of the Conference Room in the Adelphi Community Center.
- d. To pay a cancellation fee of \$50.00 (deposit) if cancellation occurs within 24 hrs of the rental date.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

*Village use only*

Payment:	
	Date _____
_____ Rent	CK # _____
_____ Deposit	CK # _____

Verification that Contract Signer is at event:

Sign in: \_\_\_\_\_

Sign out: \_\_\_\_\_