

PSparta Lions Club Pavilion and Grounds Rental Agreement

**Facility keys must be picked up by noon on the day of use and on Thursday prior to use
Friday, Saturday and/or Sunday.**

Person responsible for group using facilities: _____

Name of group or organization if applicable: _____

Physical address of person renting facilities: _____

Telephone: Home _____ Cell _____

Date of use: _____ (must be out by 10 pm)

Area to be rented: Upper level Lower level Both

1. ____ (initial) I understand that my group is to depart the facilities by 10:00 pm the date of use
2. ____ (initial) I understand that **NO ALCOHOLIC BEVERAGES or ILLEGAL SUBSTANCES** are allowed or are to be consumed on the premises by any person at any time and that it is my responsibility to report such activity to one of the persons listed below immediately:

Randy Murphy (336) 657-0550, David Spicer (336) 657-0769
3. ____ (initial) I understand upon my arrival, I will do an inspection of the facilities. If any problems are found, I will notify one of the following **IMMEDIATELY**:

Randy Murphy (336) 657-0550, David Spicer (336) 657-0769
4. ____ (initial) I understand that no tape, nails, tacks or glue will be used on the walls and/or ceiling (upstairs and/or downstairs).
5. ____ (initial) I understand that all appliances used will be thoroughly cleaned.
6. ____ (initial) I understand that by renting these facilities and signing this rental agreement, I will be held responsible for leaving the facilities clean and in good condition. If the facilities are not left clean and in good condition, I understand that **I WILL NOT** be allowed to use them again and the cleanup/damage deposit **WILL NOT** be refunded.
7. ____ (initial) I will not take any items from the premises that do not belong to me and make sure no one in this group/organization removes any Lions Club items.
8. ____ (initial) I will report any defects or problems noticed while on the premises to the Recreation Director in the Alleghany County Parks and Recreation office.
9. ____ (initial) Before leaving the facilities, I will make certain that water, lights and stove are turned off and that the heat is set at 62; air set at 75; check commodes and collect all trash and remove from the premises when leaving.
10. ____ (initial) I will close and lock all doors and the driveway gate upon exiting the grounds and facility.

Sparta Lions Club Pavilion and Grounds Rental Agreement

11. ___ (initial) I understand that the facility/premises must be inspected after use; if rented Monday-Thursday, inspections will be completed the day after rental. If rented Friday-Sunday, inspections will be completed Monday.
12. ___ (initial) I understand that the damage/cleaning deposit will not be refunded until the Allegheny County employee advises that all the above agreed conditions have been met.
13. ___ (initial) I understand that Sparta Lions Club and/or Allegheny County are NOT responsible for ANY loss and/or damage to property of any nature brought on the premises prior to during or after this rental period.

I have read the terms outlined above and accept full responsibility for use of the Lions Club Pavilion on the above-mentioned date. _____ **Renter**

Witnessed by: _____ ***Allegheny County employee***

RENTAL FEES SCHEDULE: MAKE CHECKS PAYABLE TO: SPARTA LIONS CLUB

\$ 60.00	Use of upper level only
\$ 80.00	Deposit for upper level (to be returned upon final inspection)
\$150.00	Use of lower level only (kitchen and dining area) 205.00 deposit
\$200.05	Deposit on lower level (to be returned upon final inspection)
\$210.00	Both upper and lower deposit 280.00

\$ _____ rental fee, \$ _____ damage deposit, \$5 key deposit = _____ **TOTAL PAID**

_____ Date _____ Signature of Renter

Allegheny County employee to complete this section:

Amount Received \$ _____ Check # _____ Cash \$ _____ Received by: _____

Date key issued: _____ Date key returned: _____ Received by: _____

Damage Deposit returned ___ Yes ___ No If yes, the amount returned _____

If no, the reason(s) deposit not returned (indicate rental agreement item #) _____

Problems to report: _____
