

**ISLAND CREEK TOWNSHIP**  
**Community Building Rental Agreement**

415 Twp. Rd. 375, Steubenville, OH 43952 (physical)  
416 Twp. Rd. 373, Richmond, OH 43944 (mailing)

**Trustees:** Sam Grafton: 740.632.7137 / Ralph Grimm: 740.317.6219 / Brian Applegarth: 740.317.0628

Daily Rental Fee: Resident - \$150 Non-Resident - \$200  
½ of fee will be returned if building is left as found  
Hours of Operation: 8am – 11pm  
Main Area – 1058 Sq. Ft. Maximum Occupancy – 65

---

---

Rental Date: \_\_\_\_\_ Fee Paid \_\_\_\_\_ Check# \_\_\_\_\_

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**RENTER RESPONSIBILITIES, TERMS & CONDITIONS:**

**RENTAL FEE:** The per day rental fee is payable to Island Creek Township at the time of the reservation, checks made payable to Island Creek Township. Reservations cannot be held without paid rental fee. Checks returned for insufficient funds will result in a \$30.00 additional fee, plus the value of the check.

**USE:** The Community Building will only be rented to a responsible adult, age 21 or older. The renter agrees to be present the entire time the Community Building is rented, enforce all rules and use the building only for lawful and non-disturbing activities. If the Island Creek Township Trustees deem any activity disturbing or unlawful, Trustees reserve the right to terminate this rental agreement and have the renter removed from the property.

**KEY/SECURING THE BUILDING:** The key of the building will be available from the Trustees. The building must be locked by the renter upon exiting the building at the end of event. Do not leave the building unattended or unlocked at any time.

**CANCELLATION POLICY:** A 72 hour notice is required for cancellations. Rental fee is non-refundable without proper notice.

**YOUTH ACTIVITIES:** Must have a responsible adult, 21 years of age or older present during entire time of event.

***NO ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, SMOKING OR CANDLES ARE PERMITTED IN OR AROUND THE PROPERTY AT ANYTIME.*** Penalty will be automatic termination of rental privileges and possible criminal charges.

**RENTER AGREES AS FOLLOWS:**

- No thumb tacks, push pins or nails are to be used on furniture, walls or other woodwork in the building.
- All tables are to be protected from hot dishes. There is no range but crock pots are permitted. Stainless steel tables may be moved, but must be put back to their original location after event.
- No confetti is to be used in or around the property.
- Chairs and tables are to remain inside the building at all times.
- Heating thermostats should be turned down to 61° when leaving the building in the winter months and 75° in the summer months.
- All doorways and exits must be unobstructed at all times.
- No pets or other animals are permitted in the building.

**CLEAN UP: THE BUILDING MUST BE LEFT AS FOUND**

- All garbage must be bagged and left on the kitchen floor.
- All floors must be swept, vacuum on carpet, broom on restrooms and kitchen flooring.
- All tables, including stainless, and chairs must be wiped clean and placed in their original location.
- All food must be removed from refrigerator and building.
- All spills must be cleaned immediately, spot clean carpet if needed.
- Leave carpet and restrooms as found – clean.
- All decorations, including signs outside the building or park area must be removed.

**INSPECTION AFTER EVENT:** A Township Trustee will conduct a final inspection of the building and inventory upon completion of the rental day/s. It will be the renter's responsibility to replace or repair any damaged or missing items or pay for replacement or repair immediately upon notification.

**ACCIDENTS:** The renter must notify a Trustee immediately of any accidents or injury that took place during the use of the building. Renter agrees to provide such information and complete any documents as may be required by the Island Creek Township Trustees pertaining to any accident or injury.

**UNDERSTANDING:** The renter agrees that a reservation does not guarantee availability of the building. Occurrences beyond the control of Island Creek Township, such as lack of power or other

natural causes could occur and make the building unavailable. If the building is unavailable for any reason on the reserved day/days, Island Creek Township will return any fee paid by the renter.

**HOLD HARMLESS:** Except for return of renter fee, the renter agrees to be fully responsible (to hold harmless) and pay (indemnify) for any and all damages, claims, demands, judgments, expenses (including but not limited to reasonable attorney fees), and injuries arising from or in any way related to the renter's reservation and/or use of the building and park area.

This rental agreement is not transferable by the renter. If the renter is an organization other than an individual, the undersigned acknowledges that she/he is authorized to sign this rental agreement on behalf of the organization.

I have read the above rental agreement and understand the terms, conditions and my responsibilities while using the Island Creek Township Community Building and surrounding property. Failure to comply with any items explained in the facility rental agreement will result in suspension of future privileges.

---

Renter Signature

---

Renter Printed Name

---

Date

**AMENITIES:**

- Heating/Air Condition
- Industrial kitchen sinks
- ADA accessible restrooms
- 6' tables, folding chairs
- 8' table available for gifts/display/etc.
- Stainless Steel two tier tables (5)
- Refrigerator/freezer
- Microwave
- 12 cup coffee maker
- Trash cans/garbage bags
- Toilet paper
- Vacuum/brooms/cleaning supplies