

ISLAND CREEK TOWNSHIP

Community Building Rental Agreement

Physical: 415 Twp. Rd. 375, Steubenville, OH 43952

Mailing: 362 Twp. Rd. 373, Richmond, OH 43944

Daily Rental Fee: Resident - \$150 | Non-Resident - \$200

Note: 1/2 of fee will be returned if building is left as found.

Hours: 8am – 11pm | **Capacity:** 1058 Sq. Ft. (Max 65 people)

Rental Date: _____

Fee Paid: _____

Check #: _____

Renter Name: _____

Address: _____

Cell Phone: _____ Home Phone: _____

Event: _____ Time: _____ to _____

RENTER RESPONSIBILITIES, TERMS & CONDITIONS

- **Rental Fee:** Payable at time of reservation. \$30 fee for returned checks. Reservations are not held without payment.
- **Eligibility:** Must be 21 or older. Renter must be present for the entire duration of the event.
- **Securing Building:** Keys available from Trustees. Building must be locked upon exiting; never leave unattended.
- **Cancellation:** 72-hour notice required for refund.
- **Prohibitions:** NO alcohol, controlled substances, smoking, or candles permitted. Violations result in immediate termination.

GENERAL RULES & CLEANUP

- No nails, tacks, or pins in walls/wood.
- Protect tables from hot dishes.
- No confetti allowed on property.
- Chairs/tables must remain indoors.
- Thermostats: Winter (61°), Summer (75°).
- Bag garbage; leave on kitchen floor.
- Sweep/vacuum all floors.
- Wipe all surfaces and return furniture.
- Remove all food and decorations.
- No pets allowed in building.

The renter agrees to hold harmless and indemnify Island Creek Township for any damages or injuries related to the use of the facility. Failure to comply results in suspension of future privileges.

Renter Signature

Renter Printed Name

Date

Amenities: HVAC, Industrial Sinks, ADA Restrooms, 6' & 8' Tables, (5) Stainless 2-tier tables, Refrigerator/Freezer, Microwave, Coffee Maker, Cleaning Supplies.