

MORGAN COUNTY COMMISSIONER FACILITY RENTAL AGREEMENT

Building: Riecker Building Community Room

Date: _____

Time of Event: _____

Non- Profit: (Y) or (N)

Must provide 501C

Name of Renter: _____

Organization: _____

Address of Renter: _____

Phone Number: _____

Total hours: _____ Per Hour \$20 Total Fee: _____

Rieker Room Rates:

Multi-Purpose Room: \$20.00 per hour.

Lessee agrees to indemnify and hold harmless the Board of Commissioners and their agents and employees, from all liability, claims, demands, damages, or cost, for, and arising out of the use of the county facilities on this date, whether it be caused by the negligence of said renter of the Board of County Commissioners or either party's agents, employee's or otherwise. **Key must be returned and the room must be cleaned or \$50.00 deposit will be forfeited at the discretion of the Commissioners. Damage to the room may result in the loss of your deposit.**

Signature of Renter: _____

Approved by: _____

Commissioner

Deputy Auditor

Key Number: _____

Office Use Only

RENTER'S RESPONSIBILITY

(Community Room)

- A \$50.00 deposit is required for all reservations and is due at the time the key is picked up.
- Reservations must be made at the Morgan County Auditor's Office.
- Renter is responsible for the set-up, take down and cleaning of tables and chairs. Tables and chairs must be returned to their original positions. **See attached pictures**
- Renter is responsible for sweeping the floor and mopping up spills.
- Renter is responsible for taking trash to the dumpster which is located behind the building. (The large blue container at the back door is for RECYCLEABLES only)
- Renter is responsible for removing all tape, banners, posters and other decorations that are associated with the event.
- No smoking/vaping or alcoholic beverages are permitted in the building – **NO CANDLES!!!**
- Renter is responsible for locking all doors when finished.
- The Morgan County Commissioners and their employees accept no liability for accidents.
- Failure to comply with "Renter's Responsibilities" will result in a **loss** of security deposit.
- Key **MUST** be returned the first business day after rental. Failure to do so will result in **loss** of security deposit
- Kitchen will not be accessible. Broom/Mop and additional supplies are located in the closet by the back door.

LOSS OF SECURITY DEPOSIT. Community Room guest agrees to leave the property in the same general clean and undamaged condition it was when you arrived. Community Room guests are responsible for any damage, abuse, excessive cleanup requirements, or loss caused by any member of the renter's party to the property or its contents during renter's occupancy. Any damages or violations may result in the loss of all or part of the \$50.00 security deposit and that we reserve the right to further charge him/her for additional cleaning or repairs.



