

MULTI-PURPOSE ROOM RENTAL AGREEMENT

Lafayette Township Fire Protection District
P.O. Box 51-4002 Scottsville Road
Floyds Knobs, IN 47119

Please Print

ROOM REQUESTED FOR THE DATE OF: _____ HOURS OF: _____

TYPE OF EVENT: _____

PERSON RESPONSIBLE FOR ROOM RENTAL: _____

ADDRESS: _____

PHONE NUMBER(S): Work: _____ Home: _____ Cell: _____

Reservation Fee: A reservation fee of \$50 for Lafayette Township residents OR \$100 for non-residents. This is a **NON-REFUNDABLE** fee for the use of the room. Fees are due fifteen (15) days prior to the rental date. If payment is not made on or before this period your reservation can be canceled.

Rental time will include 3 hours before the event start time and 2 hours after the event end time. This will allow time for decorating and clean-up. If more time is need for set-up you may request more time in advance. No alcohol or drugs allowed on fire department property. No weapons allowed in the building unless you are a Sworn Officer of the Law. No animals allowed in the building unless it is a service dog.

A member of the staff will inspect the facility after clean-up and you will be responsible for any damages that occurred. This includes inside and outside the facility. You are responsible for set-up and clean-up.

I have read and understand the Lafayette Township Rental Agreement and rules, and agree to abide by all rules/regulations.

Signature of Renter

Date Signed

FOR OFFICE USE ONLY

Reservation Fee Received: YES NO

Amount Received: \$ _____

Received By: _____

Date Received: _____

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Hold Harmless Agreement

I wish to use the facility owned and/or maintained by the Lafayette Township Fire Protection District for the purposes of _____. I understand that I will be charged a fee for use, and that, in additional consideration for allowing me to use the facility, Lafayette Township Fire Protection District expects that I will be legally responsible for all that may occur relative to my activities, and that I will further hold Lafayette Township Fire Protection District harmless for all claims of any type that might result from my activities. Specifically, I understand:

1. Lafayette Township Fire Protection District does not supervise my activities or the facilities in any fashion including the service of alcohol which is not allowed per the rental agreement. I certify that all activities will be in full compliance with any local, state, or federal laws or regulations.
2. I cannot rely upon Lafayette Township Fire Protection District for assurances, expressed or implied, that my activities will not cause harm to me or others. By allowing me to utilize the facility, Lafayette Township Fire Protection District is also making no assurances whatsoever that no harm will come to me, my invitees, or my guests either by my activities, or by the facility itself. I am fully responsible to ensure that the facility is adequate to engage in my activities safely, and in the event that I deem that they are not, I will refrain from any activities. This will be my sole responsibility.
3. I understand the activity that I will engage in and the risks associated with the activity. The Lafayette Township Fire Protection District provides me with no information in this regard, and that in the case that I am not able to hold the activity safety I will refrain from any activities. This will be my sole responsibility.
4. Not only do I agree to be legally responsible and defend, indemnify, and hold harmless Lafayette Township Fire Protection District or any of their agents or employees for any harm that may come to me, my fellow members, my guests, or my invitees as a result, direct or indirect, to me as a result of the activities or as a result of the facilities, but in consideration of the use of the facility, I further agree to defend, indemnify, and hold harmless Lafayette Township Fire Protection District, or any of their employees for any claims, including those resulting from alleged acts of negligence on any of their part.
5. It is my knowing intention to provide the Lafayette Township Fire Protection District, and any of their agents, employees or members the broadest protections against lawsuits that are available.

I have read the above information, agree to it, and have had an opportunity to ask any questions that I have. If I am signing on behalf of an organization, I certify that I am authorized to agree to the terms and conditions of this agreement on my behalf of the organization, and the organizations members.

Signed _____ Organization _____ Date _____

MULTI-PURPOSE ROOM RENTAL RULES/REGULATIONS

Lafayette Township Fire Protection District
P.O. Box 51-4002 Scottsville Road
Floyds Knobs, IN 47119

1. General Rules for use of the Multi-Purpose Room

- a. Scheduling can be done by any Officer of the Department and shall be added on the shared calendar.
- b. NO TACS, STAPLES, OR HEAVY DUTY TAPE ALLOWED ON THE WALLS.
- c. Decorations can be hung from the ceiling. You must remove all decorations and fasteners used on the ceiling.
- d. No smoking allowed in the building.
- e. Smoking area is out in the back of the building. Please use the sand filled container for butts.
- f. No pets or animals, except service dogs, are allowed in or on fire department property.
- g. NO alcoholic beverages allowed on property
- h. You must furnish all food, dishes, silverware, and paper products. Some serving utensils & dishcloths etc. are available in the kitchen.
- i. Clean up is the renter's responsibility. The multi-purpose and property must be restored to its original condition.
- j. Any damages to equipment, property and/or facility will be charged to the renter.
- k. The Fire Chief in consultation with the Board of Fire Trustees reserves the right to refuse rental service to any group or individual.
- l. All functions end at 10:00 p.m. This includes clean up time.
- m. Please supervise all children at all times.
- n. Outside doors must be kept shut at all times during your event.
- o. All Offices, Fire Apparatus and bay area are "off limits" to renter and guests without supervision of an employee.

2. Final Checklist

- a. Food in the refrigerator/freezer that you did not bring to your event should not be used or taken.
- b. Please ask the on-duty Officer for assistance when you ready to clean up as they will show you where supplies are located.
- c. All garbage and cardboard need to be separated and put into the appropriate outside bins. Bins are clearly marked for cardboard and garbage.
- d. Put new garbage bags, which are provided, in garbage cans.
- e. Make sure all trash is picked up outside and any cigarette butts are picked up also.
- f. Mop bucket can be filled in the mop basin located in the utility closet.
- g. Sweep all floors and mop if necessary.
- h. Wipe down counters, stove, microwave, and sink if you utilized these kitchen components.
- i. Wipe down all tables and chairs.
- j. Chairs go on the rolling chair racks.
- k. Tables go back where they were when you arrived.
- l. Multi-Purpose Room should be is as clean as when you arrived.
- m. Receive final inspection by the On-Duty Fire Officer.

Thank you for using the LTFD Multi-Purpose Room. If you have any questions or problems, please see the on-duty Fire Officer or you may call 502-639-1337.