



# LAFAYETTE TOWNSHIP FIRE PROTECTION DISTRICT

4002 Scottsville Road • P.O. Box 51 • Floyds Knobs, IN 47119

Telephone: (812) 923-8003

Fax: (812) 923-1961

Website: www.ltvfd.org

## MULTI-PURPOSE ROOM RENTAL AGREEMENT

Please Print

Room requested for the date/times of: \_\_\_\_\_

Type of event: \_\_\_\_\_

Person responsible for room rental: \_\_\_\_\_

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

Phone number(s): Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Non-Refundable Reservation Fee:** Renter shall pay a non-refundable reservation fee of \$50 for Lafayette & Greenville Township residents, or \$100 for non-residents for the use of the multi-purpose room. The reservation fee will be collected at the time of the reservation. The reservation is not complete until the reservation fee is received.

You are responsible for set-up and clean-up.

I have read and understand the Rental Agreement and Multi-Purpose Room Rental Rules/Regulations and agree to abide by the same.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date Signed

### FOR OFFICE USE ONLY

Reservation Fee Received:    YES                      NO

Amount Received: \$ \_\_\_\_\_

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_



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## MULTI-PURPOSE ROOM RENTAL AND HOLD HARMLESS AGREEMENT

I wish to use the multi-purpose room owned and/or maintained by (the Fire Protection District) Lafayette & Greenville Township Fire Protection Districts (the "Property") for the sole purpose of \_\_\_\_\_  
\_\_\_\_\_. I understand that I will be charged a fee for use, and that, in additional consideration for allowing me to use the Property, Lafayette & Greenville Township Fire Protection District expects and I understand and agree, as follows:

1. The 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 the 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 Property, the 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 Property itself. I am fully and solely responsible to ensure that the Property 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.
3. Rental day/time set forth above includes the event and any time necessary for set up and clean up. If more time is need for set-up or clean up; you must request more time in advance.
4. A member of the staff will inspect the Property after clean-up, and you will be responsible for any damages that occurred. This includes inside and outside the Property. You are responsible for set-up and clean-up.
5. I understand the activity that I will engage in and the risks associated with the activity.
6. I agree to be legally responsible and to defend, indemnify, and hold harmless the Fire Protection District or any of their agents or employees for any claims, damages, injuries, or losses that may come to me, my guests, or my invitees as a result, direct or indirect, as a result of the activities or as a result of the use of the Property; but, in consideration of the use of the Property, I further agree to defend, indemnify, and hold harmless the Fire Protection District, or any of their employees or agents for any claims, damages, injuries or losses, including those resulting from alleged acts of negligence on any of their part.
7. It is my knowing intention to provide the Fire Protection District, and any of their agents, employees, or members the broadest protections against lawsuits that are available.
8. Capacity of the property is 73 and its use is limited to that number of persons.
9. I agree to abide by, or cause my invitees and/or guests to abide by, the Multi-Purpose Room Rental Rules/Regulations attached hereto.

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 \_\_\_\_\_



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## MULTI-PURPOSE ROOM RENTAL RULES/REGULATIONS

### 1. General Rules for use of the Multi-Purpose Room (the "Property")

- a. Scheduling can be done by any Officer of the Department and shall be added on the shared calendar.
- b. No tacks, staples, or heavy-duty tape allowed on the ceilings, walls, or floors.
- c. Decorations can be hung from the ceiling. You must remove all decorations and fasteners used on the ceiling/ceiling grid.
- d. No smoking is allowed within the Property or within 8 feet of any doorways, pursuant to Indiana Law.
- e. No weapons of any kind are allowed on the Property, except those in possession of a Sworn Officer of the Law.
- f. No pets or animals, except service dogs, are allowed in or on the Property.
- g. No alcoholic beverages or illegal drugs are allowed on the 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 Property must be restored to its original condition.
- j. Any damages to equipment, property, room 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. No minors shall be allowed to utilize or remain at the Property without adult supervision.
- n. Outside doors must be kept shut at all times during your event.
- o. All Offices, Fire Apparatus and Apparatus Bay area are "off limits" to renter and guests without supervision of an employee.

### 2. Final Checklist

- a. Food or drinks 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 clearly-marked, appropriate outside bins.
- d. Put new garbage bags, which are provided, in garbage cans.
- e. Make sure all trash and/or cigarette butts are picked up outside.
- f. Mop bucket can be filled in the mop basin located in the utility closet.
- g. Sweep all floors and mop if unsure or necessary.
- h. Wipe down counters, stove, microwave and sink if you utilized these kitchen components. Wipe down all tables and chairs.
- i. Store chairs in the rolling chair racks or the specified location. Return tables to original locations.
- j. Property should be as clean as it was when you arrived.
- k. Receive final inspection by the On-Duty Fire Officer.

Thank you for using the Multi-Purpose Room. If you have any questions or problems, please see the On-duty Fire Officer or you may call 502-639-1337 in the event the On-duty Fire Officer is not available.