

Valley Township Hall Rental Agreement
459 Robert Lucas Road, Lucasville, OH 45648
(740) 259-2251

The undersigned renter of the Valley Township Hall located at 459 Robert Lucas Road, Lucasville, OH 45648 agrees to abide to the following rules and regulations set forth in this agreement.

Please read and initial the following 10 items:

1. _____ Full rental (\$100 a day for Valley Township resident or \$125 nonresidents) **shall be paid in full prior to the date of rental**. None of this \$100/\$125 shall be considered a deposit. None of the \$100/\$125 is refundable. Payments shall be by check or money order.
2. _____ The facility including both restrooms, kitchen area, utility closet and storage closets shall be left in as good condition as prior to the use of the facility. All countertops shall be wiped and cleaned.
3. _____ Renter shall be responsible for ensuring all trash, decorations, etc, are picked up, bagged and placed in the township dumpster located next to the township hall. Floors are to be cleaned (swept and mopped). Cleaning supplies are located in the closet just off the kitchen.
4. _____ NO nails, tacks, command strips, tape or similar items shall be used on the walls, ceilings or doors. Failure to comply will result in denial of future rentals and potential legal action.
5. _____ NO drinking of alcoholic beverages, smoking, vaping or illegal activities of any kind shall be permitted in or around township buildings and facilities.
6. _____ Any damage to the facilities or accidents during use of the building shall be immediately reported to a township trustee at the number below.
7. _____ Renter will be responsible for any damage or theft to the facility or its contents during the period of their use, whether caused by the renter or their guests.
8. _____ Renter shall hold the township harmless for any injury suffered to the renter or their guests while using the facilities, unless caused by the negligence of the township, their officers or employees.
9. _____ Renter agrees that they shall vacate the building and premises by no later than 9:00 pm on the day of the lease.
10. _____ Renter agrees to place the key back into the Lockbox prior to leaving. Please call Brittany Spencer, Fiscal Officer (740) 981-2789 if you have any trouble with the Lockbox.

Send the completed agreement form and a *Money Order for payment of rental fee and/or security deposit, payable to: Valley Township, P.O. 489, Lucasville, OH 45648. Payment and security deposit must be received prior to date of event. We CANNOT accept cash payments or personal checks.

RENTER'S SIGNATURE: _____ Date: _____

RENTER'S PHONE NUMBER: _____

Community Building Contacts:

Brittany Spencer, Fiscal Officer (740) 981-2789

Angie Malone, Trustee (740) 727-9467

Randy Spriggs, Trustee (740) 464-1499

Steve Howard, Trustee (740) 352-7077

The Community Building is available for rent from 9:00 a.m. until 9:00 p.m. You must have the building cleaned up and ready to leave no later than 9:00 p.m.

Renters: If for **ANY** reason any township employee finds damage or the building left in unacceptable condition (dirty, in disarray, restrooms not cleaned, floors not mopped, dishes washed and put away, all appliances cleaned, and no damage to walls, tables, chairs, or other fixtures), **the privilege of renting the facility in the future will be permanently revoked**. This is a nice, newly remodeled building. Please take pride in keeping it that way.