



# CITY OF VINE GROVE

## Community Room Rental Agreement

300 West Main Street  
Vine Grove, KY 40175  
(270) 877-2422

### Policies, Rules and Regulations

1. The lessee agrees to hold harmless Vine Grove City Hall, its employees, volunteers, successors and or assigns from any and all claims associated with the use of this facility. The lessees are responsible for their own setup and making sure it meets safety requirements.
2. A deposit of \$100.00 is required at the time the reservation is made. Rental fees are on a **per day** basis. **The lessee agrees to pay for any additional days required for decoration and / or clean up.**
3. The lessee may be required to cover floors. Lessee is responsible for the setup and removal of all decorations. Lessee is responsible for clean up. Garbage should be placed in the bags provided, and taken to the dumpster.
4. The lessee is financially responsible for any damages to the facility's property as well as for any accidents or injuries sustained by the lessee, employees of lessee, patrons or any persons associated with lessee's function. The use of staples, nails and tacks is prohibited.
5. Any equipment provided by the center is without supervision. The lessee is responsible for seeing that all the rules and regulations associated with the area are utilized and enforced.
6. Vine Grove City Hall and the Community Center and Meeting Room are not responsible for lost or stolen property, or for any accidents or injuries sustained by lessee, employees of lessee, patrons, or any persons attending or traveling to/from functions at Vine Grove City Hall/Community Center.
7. **Firearms are prohibited. Intoxicated persons and/or intoxicating beverages are prohibited. All candles must be encased. No smoking is permitted inside the building.** Loud and/or foul language is not permitted. Children should be accompanied by an adult and kept in control.
8. **Events involving ticket sales are prohibited.**
9. **Violence and willful destruction is prohibited. Any such acts may result in the arrest and prosecution of the participants.**
10. Policy infractions will result in dismissal from the facility and its premises with **NO REFUND.** Policy infractions will result in denial of future facility requests. Lessee will be billed for any damages incurred, or for failure to clean up. Outside banners and overnight camping are prohibited.
11. **Vine Grove City Hall reserves the right to cancel or change meeting dates/times due to holidays and emergency need for building use.**
12. **Cancellations must be received within 24 hours of the date of the event, or deposit will be forfeited.**
13. **I have read and agree to abide by all the policies, rules and regulations set forth by the Vine Grove City Hall/Community Center. (Do not sign this agreement without receiving a copy of the Policy, Rules and Regulations.)**

\_\_\_\_\_  
Initials

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Cell/Home Telephone #: \_\_\_\_\_

Second Contact Person: \_\_\_\_\_

Cell/home Telephone #: \_\_\_\_\_

Purpose for renting facility: \_\_\_\_\_

Date(s) facility is to be reserved: \_\_\_\_\_

Event start/setup time (this should include prep, setup, and cleaning time): \_\_\_\_\_

Number of tables needed: \_\_\_\_\_ Chairs: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Reminder Checklist**

1. Rental fee must be paid 24 hours before your event.
2. No alcoholic beverages allowed on premise.
3. No smoking inside or within twenty-five (25) feet of the entrance of the building.
4. If using paint or other materials that could damage the floor, a floor covering must be used.
5. You are responsible for all setup and removal of decorations.
6. The use of staples, nails and tacks is prohibited.

**Cleaning checklist**

1. Trash bags must be removed taken to the dumpster.
2. Trash bags must be replaced with the bags provided and returned to their original locations.
3. All decorations, paper products, food, and other materials brought into the building must be removed.
4. Floors must be swept (broom and dustpan are provided).
5. Tables, chairs, and countertops must be cleaned.
6. If using the kitchen, the stove, microwave, refrigerator, counter top, table, and chairs must be cleaned.
7. Utensils and dishes used must be cleaned and put away.

## *Inspection List*

Name of Lessee: \_\_\_\_\_

Date of rental: \_\_\_\_\_

|   | Before Event | After Event |
|---|--------------|-------------|
| <b>Community Room</b>                                       |              |             |
| Tables cleaned and in original condition                    | _____        | _____       |
| Chairs cleaned and in original condition                    | _____        | _____       |
| Garbage cans placed in same location                        | _____        | _____       |
| Garbage removed (carry in/carry out)                        | _____        | _____       |
| Floors cleaned  | _____        | _____       |
| Damage to windows   | _____        | _____       |
| Damage to doors   | _____        | _____       |
| Damage to floor   | _____        | _____       |
| Damage to walls including holes, marks, discoloration, etc. | _____        | _____       |
| All decorations/personal materials removed                  | _____        | _____       |
| Light off   | _____        | _____       |
| <b>Kitchen (if used)</b>                                    |              |             |
| Stove clean   | _____        | _____       |
| Garbage removed   | _____        | _____       |
| Refrigerator items used removed                             | _____        | _____       |
| Floors Cleaned  | _____        | _____       |
| Microwave cleaned   | _____        | _____       |
| All counters cleaned  | _____        | _____       |
| All dishes washed   | _____        | _____       |
| Dishes put away   | _____        | _____       |
| Utensils Clean and put away                                 | _____        | _____       |
| Lights off  | _____        | _____       |
| <b>Restroom(s)</b>  |              |             |
| Ensure no paper products on floor                           | _____        | _____       |
| Sinks clean   | _____        | _____       |
| Inspect entire area for cleanliness                         | _____        | _____       |

Please list any damages, problems or occurrences: