

FAIRFIELD COMMUNITY ROOM  
718 Wabash Avenue  
Lafayette, IN 47905

Thank you for choosing to rent the Fairfield Community Room for your activity. In order to confirm your reservation, please sign and return the enclosed Rental Agreement along with your payment and refundable security deposit, if required. Checks should be made payable to the "Fairfield Township Trustee Office." We cannot guarantee your time until we receive all necessary paperwork. If you have any questions, or the information on your contract is incorrect, please contact the Trustee, Monica Casanova, at 765-742-7476.

Today's Date: \_\_\_\_\_

Name &/or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

Rental Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Time of Event (begin/end): \_\_\_\_\_ to \_\_\_\_\_

Time access needed (unlock/lock): \_\_\_\_\_ to \_\_\_\_\_ TOTAL # of Hours: \_\_\_\_\_

Type of Party: \_\_\_\_\_

Will above event be using a caterer? YES \_\_\_ NO \_\_\_

Fill out a REQUEST FOR REFUND form & attach to paperwork to process damage deposit refund after rental.

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OFFICE USE:

Damage Deposit - \$150.00	\$150.00
Non-Profit Business Rental - \$00.00/hour	\$ _____
For-Profit Business Rental - \$150.00/hour	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**GIVE A COPY OF THIS AND ALL COMPLETED PAPERWORK TO THE RENTER.**

**FAIRFIELD COMMUNITY ROOM**  
**Policies and Rules**

1. All reservations are on a first come, first-serve basis. Fairfield Township has first priority to reserve the Community Room. Reservations must be made at least five (5) business days prior to the requested rental date with all fees paid in full at the time of booking during business hours 8:00 a.m. – 4:00 p.m. Monday through Friday.
2. The Community Room shall be available for rent Monday through Wednesday, 5:00 p.m. to 10:00 p.m.; Friday, 1:00 p.m. to 10:00 p.m. and Saturday and Sunday, 8:00 a.m. to 11:00 p.m.
3. All individuals and businesses, both for-profit and non-profit, must pay the Security Deposit for each rental at the time of booking. Booking shall not be complete and the room reserved until the Security Deposit is received by the Township.
4. Renters shall be held responsible for damage to the Community Room. Following inspection of the Community Room by the Township, if there is no damage to the Room, the deposit will be refunded within fourteen (14) days.
5. Cancellations must be made at least three (3) days prior to the event in order to receive a full refund. Rentals paid by cash or check may take up to four (4) weeks to be reissued.
6. Renters are not permitted to enter the Community Room in advance of their reservation to set-up/decorate unless extra time was confirmed in advance. Renters are responsible for removing all items he/she/they bring into the Community Room after their event during their allotted rental time. Renters acknowledge he/she/they may be charged for any additional usage of the Community Room thereafter.
7. No alcoholic beverages can be sold, furnished, supplied or consumed on premises.
8. Renters are strictly prohibited from using any type of confetti, candles (other than birthday candles on a cake), bubble machines, smoke machines, explosives, or hazardous materials. Renters are also prohibited from constructing any permanent fixtures in the room, altering the room in any material way, and using any nails to hang decorations on the ceiling or walls.
9. Smoking is strictly prohibited in the Community Room.
10. Renters must be at least eighteen (18) years of age.
11. All individuals and businesses must complete and sign this form at the time of booking. Booking shall not be complete and the room reserved until this form is returned to the Township along with payment, if required, and the Security Deposit.

12. Fee-based or revenue producing activities are not allowed in the Community Room, unless requested by an established community-based not-for-profit.

13. Music shall not be played at levels that will disturb neighboring properties.

14. There is a maximum capacity of 30 persons permitted in the Community Room per event.

15. All renters must comply with all state, federal, and local laws.

16. By signing below, Renters, acting on behalf of all persons who will use the Community Room during their event, agree to waive all claims for injury or loss of whatsoever kind to any persons or property arising from or connected to Renter’s event. Renters assume the risks inherent in the use of the Community Room and further agree to indemnify and hold harmless the Township of Fairfield, Fairfield Parks Department, and the Fairfield Parks Board, and their respective employees, directors, volunteers, representatives, agents and assigns, for all injury or loss of whatsoever kind to person or property affected by or arising from Renter’s use.

17. Renter acknowledges receipt of the Community Room’s Policies and Rules. Any misrepresentation herein made by Renter or the failure by Renter to abide by the policies and rules may result in the immediate termination of this agreement and/or the immediate termination of the event at the sole option of Township.

**RENTER HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE ABOVE POLICIES AND RULES AND WILL ABIDE BY THEM.**

Name &/or Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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