

FAIRFIELD COMMUNITY ROOM  
718 Wabash Avenue  
Lafayette, IN 47905

Thank you for choosing to rent the Fairfield Community Room for your event. To confirm your reservation, sign and return the Rental Agreement with your payment during Fairfield Township office business hours. Checks should be made payable to the "Fairfield Township Trustee Office." If you have any questions, or the information on your contract is incorrect, please contact the Trustee, Monica Casanova, at 765-742-7476.

Name & Organization: \_\_\_\_\_

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

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

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

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

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

Type of Event: \_\_\_\_\_

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

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**OFFICE USE:**

Damage Deposit - \$150.00                      \$ 150.00                      Refund date \_\_\_\_\_

Non-Profit Business Rental - \$00.00/hour                      \$ \_\_\_\_\_

For-Profit Business Rental - \$150.00/hour                      \$ \_\_\_\_\_

TOTAL                      \$ \_\_\_\_\_

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

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

## **FAIRFIELD COMMUNITY ROOM RENTAL AGREEMENT**

### **Policies and Rules**

1. All reservations are on a first-come, first-serve basis and must be made at least five (5) business days prior to the event.
2. The Community Room is available for rent Monday through Friday, 5:00 p.m. to 10:00 p.m. and Saturday and Sunday, 8:00 a.m. to 11:00 p.m.
3. 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.
4. Cancellations must be made at least three (3) days prior to the event to receive a full refund. Rentals paid by cash or check may take up to 14 days to be reissued.
5. Renters are responsible for removing all items they bring into the Community Room.
6. No alcoholic beverages are allowed on premises.
7. Smoking is prohibited on the 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 or constructing any permanent fixtures in the room, altering the room in any material way or using nails to hang decorations on the ceiling or walls.
9. Renters must be at least eighteen (18) years of age.
10. Fee-based or revenue producing activities are not allowed in the Community Room, unless requested by an established community-based not-for-profit.
11. Music shall not be played at levels that will disturb neighboring properties.
12. There is a maximum capacity of 24 people permitted in the Community Room per event.
13. All renters must comply with all state, federal, and local laws.
14. 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 person 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, 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.
15. 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 & Organization: \_\_\_\_\_

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