

# **Pleasantville Community Center & Grange Rental Agreement**

*Grange address:* 207 West Columbus Street  
Pleasantville, OH 43148

*Office address:* 101 South Main Street  
Pleasantville, OH 43148

Reservation Phone (740) 468-2237

## **RENTAL RATES**

Effective 02/01/2025

### Downstairs Only

\$100.00 daily rate  
plus \$50.00 deposit

### Upstairs & Downstairs

\$200.00 daily rate  
plus \$50.00 deposit

Security deposit of \$50.00 is due at time of reservation to secure the date requested. All rental dates are on a first come, first serve basis and contingent upon paid deposit. All deposits will be reimbursed only if the following conditions are met:

- If the cancellation is in a timely fashion, with 10 or more days in advance notice.
- If the rental venue is left in a clean condition after the event concludes.
  - A “clean rental venue” requires that (but is not limited to)
    - all trash is taken to appropriate outside trash containers
    - no damage to any part of building inside or outside
    - key has been returned to the designated person
    - rectangular tables and chairs are placed back in the southwest corner of the basement/round tables are left up
    - see below for additional cleaning requirements

Cleaning includes but is not limited to sweeping all floor surfaces, cleaning all counter tops/table tops. All decorations or other items brought into the building for your rental must be removed. No tape is allowed that will destroy walls/ceiling/trim. Absolutely no nails, pushpins, etc. are to be used anywhere. Bathrooms must be cleaned out. All tables and chairs must be folded and returned to the area where found.

Trash is to be taken from containers provided inside, to the trash container located outside the kitchen door by the alley. If you have more trash than the container will hold, you must make arrangements with the Village Office to dispose of additional waste.

If any damage is found after your rental, your deposit will not be returned. If your deposit does not cover the total cost of the damage, you will be charged for any additional expense. The Village can/will also issue an administrative fee of 10%, not to exceed \$50.00. If you find damage that was not caused by your rental or guests, please contact the Village Office right away.

All keys are to be turned into the appropriate person. When making reservations, please be sure you fully understand how this arrangement will be made.

## RENTAL RULES

- 1.) A deposit of \$50.00 must be made at the time of the reservation to secure date.
- 2.) If the building is available the evening prior to your rental and you wish to use the kitchen that evening, there will be a \$25.00 surcharge.
- 3.) All payments must be made in full at least (1) week prior to rental date.
- 4.) Renter must give notice of rental cancellation at least (10) days prior to date scheduled. If minimum of (10) days' notice is not given, renter will forfeit all payments with the exception of the deposit.
- 5.) All renters are responsible for the building and the actions of their guests while allowed access to building.
- 6.) The Community Center & Grange is a non-smoking facility. If there is a smell of cigarette/cigar smoke in the building after your rental, your deposit will not be returned.
- 7.) There are to be no alcoholic beverages allowed in the building or on the property.
- 8.) All renters are required to clean the building and premises after rental. The building and the premises should be left in the same or better condition than when the renter received the key.
- 9.) Any damage done to the building, inside or outside, during rental will be the responsibility of the renter.
- 10.) The rental key can be picked up from the Municipal Office the day before the rental date. It must be picked up Monday-Friday between 12:00 pm and 4:00 pm.
- 11.) The rental key must be signed out from the Municipal Office.
  - a. The receiver of the key will assume the listed responsibilities below in Key Issuance section.
- 12.) The Village reserves the right to decline rental of the building to any person or persons based upon previous rentals.
- 13.) There shall be no noise outside of building after 10:00 pm. Village ordinance restricts loud offensive noise after 10:00 pm.
- 14.) All renters shall be out of building by 12:00 midnight unless they have paid for a two-day rental.
- 15.) This is a historic building; please take very good care of it. It is a part of our heritage.
- 16.) Deposits (if above rules are met) will be returned to the address of the renter on file within (30) days of the completed rental.

**RENTAL AGREEMENT CONFIRMATION**

To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend, pay in behalf of, hold harmless and indemnify the Village of Pleasantville against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Village of Pleasantville, its elected and appointed officials, employees, volunteers or all others working in behalf of the Village of Pleasantville, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the Village of Pleasantville and/or in any way connected or associated with this contract.

I, the undersigned, have read and agree to all rules and stipulations of rental agreement. If my guests or myself do not follow any of the above rules, I fully understand that my deposit will not be returned and I can be held responsible for any and all damages over and above the amount of the deposit.

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

Printed Name of Renter \_\_\_\_\_

Address of Renter \_\_\_\_\_

Phone Number of Renter \_\_\_\_\_

Date of Reservation \_\_\_\_\_

Downstairs/Both \_\_\_\_\_

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Reservation taken by and verified by: \_\_\_\_\_ Date reservation made: \_\_\_\_\_

Reservation Total: \_\_\_\_\_

Amount Paid \_\_\_\_\_ Method of Payment \_\_\_\_\_ Date Paid \_\_\_\_\_

Amount Paid \_\_\_\_\_ Method of Payment \_\_\_\_\_ Date Paid \_\_\_\_\_

Remaining Balance \_\_\_\_\_ Balance Due By \_\_\_\_\_

Pick Up Key On \_\_\_\_\_

Cleaning deposit returned: Yes \_\_\_\_\_ No \_\_\_\_\_ Date deposit returned: \_\_\_\_\_

**KEY ISSUANCE**

Key(s) issued to: \_\_\_\_\_ Date of issuance: \_\_\_\_\_

Upon receipt of these (key)s, I assume the following responsibilities:

1. Loaning or duplication of key(s) is strictly prohibited. Key(s) shall remain in the possession of the assigned holder at all times. \_\_\_\_\_
2. Lost or stolen key(s) will be reported to the Village Municipal Office as-soon-as possible. \_\_\_\_\_
3. In the event the key(s) is lost, the responsible person will be held accountable and liable for the reimbursement cost of \$150.00 to re-key existing locks and duplicate keys. \_\_\_\_\_

Signature of person receiving key(s): \_\_\_\_\_ Date: \_\_\_\_\_

Village staff issuing key: \_\_\_\_\_ Key Issued: \_\_\_\_\_ Date: \_\_\_\_\_  
Key Returned: \_\_\_\_\_ Date: \_\_\_\_\_