

**Village of Creston
RENTAL AGREEMENT**

1. The renter shall be responsible for the conduct of all persons attending the function. No activity which is prohibited by federal, state, park or local ordinance shall be permitted. Local ordinance prohibits smoking in all Village buildings and pavilions. Alcohol and other drugs are prohibited in any area of the park.
2. Orderly parking of vehicles is the responsibility of the renter. If it is necessary to secure additional traffic control or crowd control, payment for such personnel shall be assumed by the renter.
3. Your rental fee is for one day only. Access cannot be made prior to the rental date.
4. Two responsible adults, over the age of 21, shall be present during the entire rental term.
5. The park closes at dusk with the exception of the rented park buildings closing at 10:00pm. No person shall be permitted in the park except in an emergency or with a special permit from the Village, a copy of which shall be filed with the Village Police Department at the time of issuance.
6. The lessee/renter agrees to indemnify and hold the Village of Creston harmless as a result of any claim resulting from the lessee's use of building, equipment, or other village property.
7. Use of the fireplace at Murray Hall is prohibited.
8. No nails, staples, tape or other fasteners shall be used to secure decorations in any rental.
9. Payment for damage to the rentals, equipment, or other Village property shall be the responsibility of the renter. Rentals are checked after each use for damage as well as clean-up. If no damage is reported, the refundable Security Deposit will be returned. Any repair or replacement costs incurred will be deducted from the security deposit. Any additional amount shall be paid by the renter upon presentation of a bill.
10. Lessees/Renters conducting an activity for profit, will be required to provide a certificate of insurance with a property and liability coverage limit of \$1,000,000, unless this requirement is waived by the Village.
11. Non-profit organizations with valid paperwork may reserve two (2) days total within a calendar month at no cost. Reservation dates more than 60 days in advance will not be guaranteed.
12. Sports associations and Village of Creston civic and social organizations will be permitted to use ball fields at no cost but are required to reserve dates with our rental secretary and provide proof of liability insurance.
13. Open pavilions and gazebo may not be reserved and are on a first come, first served basis.

RENTAL FEE

Creston Community Center (capacity 105)	Full Day \$75 residents/\$100 non-residents
Murray Hall (capacity 80)	Full Day \$60 residents/\$85 non-residents
Building #1 (capacity 45)	Full Day \$25 residents/\$50 non-residents
Building #2 (capacity 45)	Full Day \$25 residents/\$50 non-residents

Resident rate must receive Village of Creston water/sewer billing. Rental fee may be paid by cash or check. If you are paying by check for the rental portion, the check name and the Rental Agreement information must match. The Security Deposit must be paid with a separate check by the same person renting the building. You may be charged NSF (Non-Sufficient Funds) fees for any checks returned by your bank or not authorized due to lack of available funds. A \$35.00 fee will be assessed for each returned check.

After your event inspection, your deposit check may be picked up or it will be shredded. Please specify when placing your reservation how you would like this handled. Checks will be made out to the VILLAGE OF CRESTON.

RENTAL INSTRUCTIONS

1. Access - You may enter your rental building no earlier than 8:00am on the day of your rental and must leave no later than 10:00pm. The keys for your building rental may be picked up at the Police Department between 8:00am and 4:30pm on the Friday before your reservation, unless otherwise specified. After your event, the keys may be dropped in the night drop beside the front door of the Police Department. If you stated that you would pick up your security deposit, you may do so on the Tuesday following your event provided that your rental building passed inspection. Please call before you come in. Security deposit checks not picked up will be shredded on the Friday following your event.
2. Before leaving, buildings must be swept and any area spills washed up. Trash and other debris shall be deposited in the waste basket plastic bags and deposited in the park dumpsters or removed from the premises.
3. Benches, chairs and tables must be left as found (taken down and put back in designated areas at Murray Hall and Community Center).
4. Thermostat setting must be changed upon leaving - Heat set back to no higher than 52 degrees and air conditioning set back to no lower than 72 degrees.

Today's Date: _____ Applicant's Name: _____

Address: _____

Phone Number: _____ Village Resident: Yes or No

Building Requested: _____ Date Requested: _____

Purpose of Rental: _____ Est. # of People: _____

I have read the Village of Creston Rental Agreement terms and I agree and will abide by the rules set forth by the Village of Creston. I also agree I will be present at the event. I understand my requested rental date is not confirmed until the Village of Creston's receipt and acceptance of my Rental Agreement, Rental Fee and Security Deposit. If a check is returned for Non-Sufficient Funds then I understand that my reservation will immediately be forfeited until a new agreement and outstanding fees are paid. Requested dates will be held for ten (10) days in order for applicants to submit all requirements to the Village of Creston, or the rental date will be forfeited. If you are calling about a rental date for the new year, you can do so no earlier than December 1st of the current year.

Applicants Signature: _____ Todays Date: _____

Office Use Only

Amount of fee received _____ Rental Fee Check Number _____ Deposit Check Number _____ Approved by: _____ Date _____