

**Pendleton Senior and Family Services
365 Mill Road, PO Box 9
Franklin, WV 26807
(304) 358-2421**

**Rental Agreement for Franklin Senior Center
(304) 358-2421**

This rental agreement is made on _____(Date)

Between: _____(Client Name)

_____ (Client Address)

_____ (Client Phone)

Event Details:

- This event will take place on _____(Date)
 - From _____ to _____ (Time)(\$20 per hour)
 - _____Kitchen will be used (\$50 use fee) _____Kitchen will not be used
 - Building can be rented after 2:00 pm Monday through Friday and on Saturdays and Sundays.

Terms:

- Client is responsible for set up and break down of the room to original setup (diagram of setup will be provided). Furniture, musical instruments, tables with seniors' projects already on the tables MAY NOT be moved by the client. If it is necessary for these items to be moved prior to the beginning of the rental time period, contact PSFSI staff a minimum of 48 hours prior to the beginning of the rental time period.
- Client is responsible for all cleanup and trash removal to designated dumpster outside of kitchen. Sweep up any debris and spot mop any spills in both dining hall and in kitchen (if kitchen was used). Premise is to be returned in better condition than provided.
- Client is responsible for any damages incurred.
- No alcoholic beverages are permitted to be brought on premises or consumed.
- Smoking is prohibited.
- No animals, except Seeing Eye dogs, will be allowed.
- The facility has a kitchen, the main room with tables (23) and chairs (198), a lounge area and restroom facilities. If using any of center's salt and pepper or sugar containers, please replace those items.
- A \$50 deposit will be required with this contract. The deposit will be returned after the event providing the building is in the same condition as when the renter took possession.
- There is a \$50.00 kitchen fee with an additional \$20.00 per hour fee for the rest of the center.
- All activities, including set-up and clean-up, will be conducted within the time block rented. The renter will vacate the Senior Center by the scheduled time.

- Decorations will not be attached to any drywall surface in any manner. Decorations, if used, will be displayed with tape only—no nailing, stapling, or tacking will be allowed inside or outside of the building.
- Outside signs may be displayed the day of rental and must be removed on the same day. Any signs on the property before or after the rental date will be removed by Center personnel.
- Senior Center staff will be on site to open the door for you and will return to lock the door prior to you leaving. Do not leave until staff has arrived to lock the door. In the event we cannot have staff here to unlock and lock the doors a key may be picked up prior to the event. When the event is over, front door must be locked with the key. There is a drop box in the door on the right side of the building. Once the doors are properly locked, place the key in an envelope and deposit through the opening in the door into the box when you leave.
- Lost or unreturned key will result in the loss of your deposit and an additional charge of \$150.00.
- There will be no charge for funeral dinners but the clean-up agreement must be signed. Donations are appreciated and will be accepted.
- There is limited refrigerator space and equipment—check to see if you need to bring any items with you.
- Reservations will be made through our Administrative Office in Franklin at (304) 358-2421 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

Signature of Client

Date

Signature of PSFSI Representative

Date