

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

**Rental Agreement for North Fork 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).
- Client is responsible for all cleanup and trash removal to designated fenced area behind kitchen. Sweep up any debris and spot mop any spills. 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 (19) and chairs (133), a lounge, and restroom facilities. If using any of centers 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 removed on the same day. Any signs on the property before or after the rental date will be removed by Center personnel.
- The key will be picked up at the Center for the event. When the event is over, front door should be locked from inside. Kitchen door must be locked using the key, then the key is to be left on the counter in the kitchen before exiting through the kitchen door. Once exiting please check to make sure kitchen door is locked.
- 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 and freezer 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