

**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)

Renter Name: _____

Renter Address: _____

Renter Phone: _____

Cell Phone: _____

Event Details:

- This event will take place on (Date): _____
 - From _____ to _____ (Time) (\$25 per hour)
 - _____ Kitchen will be used (\$75 use fee) _____ Kitchen will not be used
 - Building can be rented after 2:00 pm Monday through Friday and on Saturdays and Sundays.

Terms:

- There is a \$75 kitchen use fee with an additional \$25 per hour fee for the use of the dining hall. This \$25 fee will need to include all time necessary for any setup and teardown performed by the renter.
- Renter must return the room to its original setup and is encouraged to take a reference photo before using it. Furniture, musical instruments, and tables containing seniors' projects may not be moved. If relocation of these items is necessary, notify PSFSI staff at least 48 hours in advance, and staff will handle their removal before the rental period.
- The renter is responsible for all cleanup and trash removal to the designated dumpster outside the kitchen. Sweep up any debris and spot mop any spills in both the dining hall and the kitchen (if the kitchen was used). Return the premises in good, if not better, condition than when the setup began.
- A \$50 deposit will be required with this contract. The deposit will be returned after the event, provided the building is left in the same, if not better, condition than when the renter took possession.
- DO NOT DRAG TABLES OR CHAIRS AS THIS WILL DAMAGE THE FLOOR!!
- The renter is responsible for any damage incurred to the facility.
- No alcoholic beverages are allowed on the premises or to be consumed.
- Smoking is prohibited.

- No animals, except service animals, will be permitted.
- For your use during the rental, our facility has the main dining hall with tables and chairs, a lounge area in our library, and restrooms.
- After your event, please ensure that there are 6 chairs around each round table; 2 long tables in front of the square post in the middle with 6 chairs on each side; one long table centered under the wall cabinets; 2 long tables on the exterior wall of the dining room without chairs; and 6 chairs under the coat rack.
- If using any of the center's salt, pepper, or sugar containers, please refill used condiments.
- ALL TABLES AND CHAIRS THAT ARE TO BE LEFT OUT MUST HAVE THE FOOT PROTECTORS ON THEM!
- All activities, including setup and cleanup, will be conducted within the time block rented. The renter will vacate the premises by the predetermined end time.
- Decorations are not to be attached to any drywall surface in any manner. Decorations, if used, will be displayed with tape only. All tape must be removable. Make sure to remove tape from any/all surfaces on which it was used. No nailing, stapling, or tacking will be allowed inside or outside of the building.
- Outside signs may be displayed on 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 PSFSI personnel.
- We have a lock box system for our dining hall key. You must provide a working cell number so that entry may be accessed for your event. You will have a specific allotted time for the rental. Make sure to consider this when planning your event.
- When the event is over, all doors must be locked with the key. Once the door has been locked, please place the key back in the lock box using your access code. Please ensure that entry doors are locked if they are unlocked for your event.
- Lost or unreturned key will result in the loss of your deposit and an additional charge of \$150.00.
- Funeral dinners are provided at no charge unless the kitchen is used, in which case a **\$50 fee** applies. A signed rental agreement is required, and renters must clean the kitchen and dining hall. Donations are appreciated and gratefully accepted.
- There is limited refrigerator space and equipment—check to see if you need to bring any items with you.
- Pendleton Senior and Family Services staff IS NOT responsible for setting up any tables and/or chairs before your event! If you need to rearrange the tables and chairs for your event, please make sure to bring appropriate assistance with you!

Signature of Client

Date

Signature of PSFSI Representative

Date