



Date of Event: \_\_\_\_\_

**Agreement for Rental of Facilities of the  
Jefferson County Area Agency on Aging Senior Centers**

Checks Payable to: **Jefferson County Area Agency on Aging** Amount Due: \_\_\_\_\_

Balance Due: \_\_\_\_\_

THIS AGREEMENT, made \_\_\_\_\_ (date) by and between Jefferson County Area Agency on Aging, hereinafter referred to as LESSOR and

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

hereinafter referred to as LESSEE.

**FACILITY RENTAL INFORMATION**

LESSOR agrees to rent to LESSEE the below-described portion of its facility located at: (check box)

<input type="checkbox"/> Heritage House 4 Sylvania St. Brookville, PA 15825 814-849-3391	<input type="checkbox"/> Reynoldsville Foundry 45 West Main St. Reynoldsville, PA 15851 814-653-2522	<input type="checkbox"/> Brockwayville Depot 425 Alexander St. Brockway, PA 15824 814-265-1719
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including the use of the rest rooms and parking areas for the below indicated date, time, number of people, and type of function for the rental sum of \$ \_\_\_\_\_, with a refundable (if applicable) damage deposit of \$ \_\_\_\_\_ which is required to reserve the facilities rented with the signing of this agreement.

1. TYPE OF FUNCTION: \_\_\_\_\_

2. PORTION(S) OF FACILITY RENTED/RESERVED: \_\_\_\_\_

3. DATE OF RENTAL: \_\_\_\_\_

4. HOURS RESERVED: Begin Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

5. NUMBER OF ATTENDEES: \_\_\_\_\_

6. SETUP/DECORATING TIME: \_\_\_\_\_

\*weddings may have until Sunday at 11:00am to tear down\*

7. OTHER: \_\_\_\_\_

**DAMAGE DEPOSIT INFORMATION**

LESSEE agrees to pay a DAMAGE DEPOSIT in the form of a separate check payable to JEFFERSON COUNTY AREA AGENCY ON AGING in the amount of **\$150.00**. **If alcohol will be on premise an extra \$50.00 will be added to the security deposit.** The check shall be deposited by LESSOR and shall be applied against any damages to the premises – inside or outside, equipment and/or other items supplied for the LESSEE with the rental of the facility or against costs incurred by the LESSOR as a result of LESSEE’s failure to leave the premises in a clean, orderly condition. Any excessive cleanup, i.e. trash left inside, confetti or sand on dance floor, vomit either inside or outside the restrooms, other bodily fluids (including urine, feces and/or blood), unwashed dishes/utensils, broken dishes, etc. will be charged against the damage deposit and any remaining balance, if any, from the damage deposit will then be returned to the LESSEE; if no damages and /or additional costs have occurred then the entire damage deposit shall be returned to the LESSEE. In the event where no damage deposit is paid AND/OR the costs to repair the damage(s) and/or the additional costs incurred by the LESSOR exceed the amount of the damage deposit secured with this Agreement, then the LESSEE agrees to pay all damage and/or additional cleaning costs and/or any other additional costs which may be incurred by the LESSOR as a result of the LESSEE’s actions.

Upon inspection of building and return of keys to the Senior Center Coordinator the damage deposit will be refunded to the LESSEE, less any amount paid for damages and costs. LESSOR shall promptly provide a written statement to LESSEE which shall detail deductions from deposit.

**KEYS**

Replacement of lost keys will result in a \$50.00 charge against the damage deposit.

If LESSEE should become locked out of the building a fee of \$75.00 will be charged to send staff or a volunteer to unlock the building.

**EXCEEDING THE RESERVED RENTAL TIME AND USE  
OF NON-RESERVED FACILITY SPACE**

LESSEE agrees to adhere to the reserved rental hours and to only use the reserved facility space listed in the “FACILITY RENTAL INFORMATION” section of this agreement. If the LESSEE exceeds the reserved rental hours and/or uses non-reserved facility rental space, the LESSEE agrees to pay the LESSOR an additional Fee of **\$75.00** for each additional (partial or complete) hour that the LESSEE exceeds the reserved rental “Ending Time” and/or pay the current, established “Rental Rate” for the use of the non-reserved facility

rental space. LESSEE also agrees that the LESSOR may deduct these additional Fees and/or Rental Rates from the damage deposit secured with this Agreement or in the event where no damage deposit is paid AND/OR the additional Fees and/or Rental Rates incurred by the LESSEE exceed the amount of the damage deposit secured with this Agreement, then the LESSEE agrees to pay all additional Fees and/or Rental Rates incurred as a result of the LESSEE's actions.

### **CATERING INFORMATION**

If the event is to be catered, the LESSEE selects \_\_\_\_\_ to provide catering services. Caterer will email Certificate of Liability Insurance to Molly McNutt at [mmcnutt@jcaaa.org](mailto:mmcnutt@jcaaa.org)

### **DUTIES OF THE LESSEE**

1. Room set-up, clean-up and reset is the responsibility of the LESSEE. Room should be returned to condition it was found in. If different person is doing the clean-up the LESSEE should discuss room reset with that person(s).
2. LESSEE must remove all trash from facility and place in dumpster. No trash can be left outside of the dumpster or overflowing so lids do not close securely. Security Deposit will not be refunded if any trash left outside of dumpster on the ground or remaining in the building.
3. LESSEE must vacuum, sweep, and mop if anything is spilled or falls on the floor.
4. LESSEE agrees to abide by all local, state and federal laws, rules and regulations and by all rules and regulations of the LESSOR concerning the usage of its facilities and equipment leased hereunder.
5. Smoking is prohibited in the building.
6. Use of pyrotechnics is prohibited including candles.
7. Lessee must set the Automatic Door opener to the off position (middle position) before locking the doors to leave.
8. All lights must be turned off before leaving the building.
9. LESSEE agrees not to tape, tack, or pin **anything** to the walls or ceiling.

### **LIABILITY INFORMATION**

LESSEE agrees that it alone shall be liable for all damages to the premises, equipment and/or other items supplied to or for the LESSEE and/or injuries to persons attending the specified event and/or using rented equipment and/or other items supplied to or for the LESSEE by LESSOR. The LESSEE expressly

waives all causes of action it may have against the LESSOR, its' agents and employees as a result of the usage of said facilities, equipment and/or other items supplied to or for the LESSEE and expressly assumes all risks associated with said usage.

LESSEE acknowledges and agrees that if alcohol containing beverages are served at its function, LESSEE accepts sole responsibility for the serving of alcohol and any consequences that may arise from the serving of alcohol and shall use special care in supervising persons attending the function and that all **LOCAL, STATE, and FEDERAL** laws regarding the possession, consumption and distribution of alcohol are strictly abided by and if any person is in any intoxicated state, it shall be the LESSEE's sole responsibility to take any necessary, legal actions to assure the safety of such person(s) and those who may be placed in jeopardy by virtue of such person(s) condition or state.

LESSEE further agrees to abide by all **LOCAL, STATE, and FEDERAL** laws, rules, and regulations and by all rules and regulations of the LESSOR concerning the usage of its facilities, equipment and/or other items supplied to or for the LESSEE.

In WITNESS WHEREOF, the parties hereto set their hands this day and date written.

_____	_____	_____
LESSEE Signature	Printed name	Date

_____	_____	_____
LESSOR (Jefferson County Area Agency on Aging)	Printed Name	Date