

# City of Middletown

## Sanctuary Part 2 of Facility Agreement

**I have read and agree to the following. (Please check each box)**

- No alcoholic beverages on the property.
- Smoking is prohibited on the property.
- Any individual or organization wanting to use said facilities shall sign a Facilities Use Agreement and agree to hold harmless, indemnify and agree to defend the City from any and all claims or whatever nature, which arise from the Renter's use of the premises.
- Any individual or organization using the city facility will be fully responsible for any damage caused by said use.
- No security is provided by the City of Middletown and it is Renter's sole responsibility to ensure the safety of all its attendees and guests.
- The premises will not be used for any illegal or immoral activity and must only be used for those purposes disclosed on the facility use agreement.
- Any individual or organization using the building shall be fully responsible for any damage caused during the use of the facility.
- No nailing of anything on the walls
- The clean up after the event or meeting is the responsibility of the renter. Place all garbage in trash carts prior to leaving the building. Failure to clean up after use is grounds for forfeiture of the damage deposit. (Trash carts are located outside the building)
- Lighting turned off prior to leaving the building. All doors shall be secured.
- Use and rental shall be on a first come, first served basis.
- The use of the Sanctuary must be limited to only those areas reserved (and only for the day and time) set out in the Facility Use Agreement.
- Any vendor providing equipment must provide proof of insurance to the City before they can bring rental equipment into the facility
- Proof of insurance is required by any renter who is an entity, profit or nonprofit. Insurance requirement may be waived at the option of the City for individual renters for limited time periods. Maximum insurance limits and requirements to be sufficient in the opinion of the City.
- The City of Middletown reserves the right to refuse use of the premises to anyone. The non-profit and community uses of the premises are preferred.

**Rental Fees Sanctuary:**

- Fee to rent the Sanctuary and the use of the Marcie Willhite Park (if needed) is \$300. Use of the piano in the Sanctuary is optional. Piano will be tuned on request for \$130.00.
- Non-profit rate – Half of the regular fee.
- A \$300 damage deposit prior to each use of the facility. The rental deposit will be refunded if key is returned, the facility is left clean and all the garbage is picked up and carried out of the building. (Trash carts are available outside of the building)
- For a community group not holding an event, but wanting to hold a meeting, of less than 3 hours, the fee shall be \$50.00. (This fee and deposit may be waived at option of the City of Middletown)
- Full payment is due two weeks before the event.
- Key to the facility may be picked up on the day of the event. If the event is on a Saturday or Sunday, the key would need to be picked up on Friday between 8:30 am and 5 pm.

**I have read and agree to abide by all the policies**

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**Authorized Signature**

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**Print Name**

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**Date**