



City of Auburn, Kentucky
103 E. Main St / PO Box 465
Auburn, KY 42206

Auburn Senior Center Rental Contract

General Use Policy:

The Auburn Senior Center is available for rental to clubs, community groups and individuals for hours outside of those hours dedicated to the Auburn Senior Citizens. It cannot be reserved for use on a regular basis by any group for its regular meetings. The facility can be reserved after reading and signing this agreement, and paying the Deposit and Rental Fee. The deposit will be refunded **IF** all stipulations of this agreement are met. If the facility is left unsatisfactory, there will be a \$100 cleaning fee.

Rental Fee:

\$250 – one-day rental; includes a \$100 refundable deposit.

\$75 – Friday evening* in conjunction with a consecutive Saturday full day rental.

*Accessible no earlier than 3:00 p.m.

Each use of the facility requires a new signed agreement. No deposit checks may be held over from one use to another. No exemptions.

To cancel reservations, the Director must be notified within 15 days of the date of the reservation for a refund.

Obtaining the key: Groups or individuals which use the facility on nights and/or weekends are responsible for obtaining and returning the key during office hours.

Office hours: Monday – Friday, 8 am – 4:30 pm. There is a drop box available at City Hall to return the key after hours.

Cleaning Policy: Users are responsible for leaving the building and parking lot clean. Mop, broom, and dustpan are available in janitor's closet. All floors are to be dust mopped; wet mop as needed. Tables and chairs are to be placed back in the storage room before leaving. Kitchen counters and appliances must be wiped clean and any dishes used must be washed and returned to storage. All trash must be placed in containers outside. Turn out all lights and lock all doors when leaving the building.

The undersigned will be responsible for the following during rental:

- No smoking inside the building. Absolutely no alcoholic beverages or drugs on the premises of the Auburn Senior Center.
- Children are to be supervised at all times.
- Tables are to be handled carefully to avoid damages or personal injury.
- Do not attach anything to the walls, ceiling, floors or other fixtures.
- No phones are available for use.
- Tables and chairs are NOT to be removed from the facility.
- Local & State Police, City of Auburn employees or elected officials, and Senior Advisory Board Members cannot be denied access at any time.
- We reserve the right to do background checks on any renter at any time.

Senior Center Address: 169 Wrenwood Drive, Auburn, KY 42206

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The agreement must be signed and deposit paid in order for the date to be reserved. The rental fee payment is due no later than 15 business days prior to the rental date. If not paid within 15 business days, the facility may be rented to someone else and your deposit will be retained.

I understand that if the Auburn Senior Center Director determines that we are the cause of damages or extra cleaning expenses, we will not be refunded our deposit. I understand that if damage repairs and extra cleaning expenses are needed, I am responsible for paying those additional charges. The Auburn Senior Center Director may refuse to rent the facility to any individual or group who has violated this agreement.

Disclaimer of Liability: I/we, the individuals or group renting the Auburn Senior Center shall indemnify, defend and hold harmless the City of Auburn, KY, its agents and employees from and against all claims, damages and losses and expenses including attorney's fees.

I have read and understand the above conditions and do hereby agree to uphold them as stated.

Rental Date: _____ Time: _____ to _____

Organization/Group: _____

Print Name: _____

Signed: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Numbers: (____) _____ (____) _____

We hope you enjoy your event at the Auburn Senior Center. The facility was expensive to build and is costly to maintain so we ask that you help us keep it in good order. Thank you.

For Office Use Only:

Rental Fee Paid Date: _____

Received by: _____

Check # _____ Cash / Money Order

Amount Paid: _____