



Goshen Community Building Rental Agreement

Refundable Deposit:	\$100	Non-Profit or 501c3:	\$1
Goshen Citizens:	\$100	Community Groups:	\$50
Goshen Non-Citizens:	\$200	Goshen Businesses:	\$100

Date(s) of Use: _____

Estimated Time In: _____

Estimated Time Out: _____

Purpose of Rental: _____

Organization Name: _____ Organization Type: _____

Contact Person: _____ Contact Person Phone: _____

Email: _____ Phone Number to Text Entry Code: _____

Address: _____

Rental Fee: _____ Date Paid: _____ Check #: _____

Please adhere to the following:

- No alcohol, drugs, and/or tobacco products on the premises
- Please keep noise levels at a minimum to avoid disturbing neighbors
- Do not sit or stand on any tables, railings, etc. (Use safety precautions)
- Ensure all fixtures and furnishings are replaced to proper positions
- Empty all trash containers. You may utilize the city dumpster behind the fire station, please do not leave trash on the premises
- Ensure all doors (back, side, and front door) are all locked EXCEPT storm doors
- Set thermostat to "auto" and leave temperature set as follows – 60 for winter/80 for summer
- Cleaning supplies are available under the kitchen sink. Please spot clean all furnishings, floors, and counters

Miscellaneous:

- The entry code is a one-time use code and will expire at the end of your rental date
- The 75in. television may be utilized. You **will** be responsible for replacement if it is removed or damaged
(TV will be checked before and after each rental)
- Please be courteous of ALL exterior grounds (all trash picked up, avoid destruction of landscaping, etc.)
- Although you will have private access to the pavilion, please remember that the Goshen Fun Park is considered public and is not authorized for private use through this rental agreement

I agree to the above rental conditions and accept full responsibility for the care of the Goshen Community Building. I understand that part of or all of my deposit may be used for any damage or cleaning of the property that occurred while under my care or use. I understand that the amenities are on public property, and I release the City of Goshen from any personal damages or liability. I understand that upon inspection of the building, my deposit will be returned/mailed within 5 days of rental.

Contact Signature: _____ Date: _____

City Hall Employee: _____ Date: _____