



Hanna Community Center

HANNA COMMUNITY COUNCIL

RENTAL AGREEMENT

I. RENTER INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Contact Phone #: _____

Driver License # or ID #: _____

Are you 21 years of age or older? Yes _____ No _____

Date of Application: _____

II. RESERVATION INFORMATION

Reservation date: _____/_____/_____

Type of event: _____

Number of people expected to attend: _____

Will there be any entertainment and/or music planned? Yes _____ No _____

Time of use: From _____ to _____

Space Requested:

- Lounge Room: _____
- Multipurpose Room (Includes Kitchen): _____
- Conference Room: _____
- Entire Center: _____

Our mission at Hanna community Center is to provide a gathering place, celebrate cultural differences, and provide social services that improve the quality of life.

2000 Elmwood Ave. Suite A. Lafayette, IN 47904 | 765.742.0191

info@hannacntr.org | www.hannacntr.org



Hanna Community Center

III. SCHEDULING AND FEES

Scheduling shall be done by the Hanna Staff. Any questions regarding appropriate use of the center should be directed to the Hanna Staff.

We are not able to make any exceptions to these fees. We reserve the right to deny space to any applicant, however, no applicant shall be excluded based on race color, age, sex, physical or mental disability, place of residence or national origin.

I, _____, being the responsible person for the party using the facility, understand and agree to abide by all rules, deposits and fees.

Fees are as follows:

- Lounge Room: \$40.00 per hour.
- Multipurpose Room: \$70.00 per hour, includes kitchen access.
- Multipurpose Room Only: \$50.00 per hour.
- Conference Room: \$25.00 per hour.
- Entire Center: \$100.00 per hour.

All rentals are required to pay the deposit and damage fee of \$150.00, \$50 non-refundable. Date will not be secured without this paid fee.

IV. ROOM DAMAGE POLICY

I understand that if damage is done to any part of Hanna Community Council property at my event, additional fees may be charged to my reservation.

X _____
Sign Here

V. ROOM CLEANING POLICY

I understand that I am expected to clean my room(s) after use and that clean-up includes but is not limited to vacuuming, taking trash bags to dumpster, sweeping, mopping, wiping down countertops, tables, and chairs. No leftovers should be left in the center. Additional cleaning fees may apply if the room is not cleaned by the end of my reservation time. The room must be restored to original condition. Tables and chairs must be returned to the storage room.

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VI. INDEMNIFICATION AND RELEASE

In consideration of being permitted the use of the property, which is leased by Hanna Community Council, INC. The user, for user and user’s legal representatives, successors, and assigns, hereby releases, waives and discharges the Hanna Community Council, its officers, agents and employees, and each of them (“Hanna Community Council and Representatives”) from all liability to User and User’s directors, members, trustees, representatives, sureties, its affiliate companies legal representatives, successors and assigns (“User and Associates”), for any and all loss or damage, and any claim or damages resulting therefrom, on account of injury to person or property arising out of possession or use of the Property, whether or not caused by the negligence of the Hanna Community Council and representatives. The user and the user’s officers, agents, employees, invitees and other privies shall use the premises at their own risk. Regardless of any negligence of Hanna Community Council and Representatives, the user shall defend, indemnify and hold Hanna Community Council and Representatives harmless from any and all liability for all damages, costs, losses and expenses resulting from arising out of, or in any way connected with Use of the premises. Hanna Community Council and its representatives shall not be liable to the user if for any reason the User’s occupation or use of the Property shall be hindered or disturbed. The User agrees that the user has inspected the Property and is not relying upon any representations of the Hanna Community Council and representatives or any of them as to the condition or state of repair of the property or its suitability for any particular purpose. This release, waiver and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

VII. INSURANCE:

At Hanna Community Council’s discretion, User may be required to provide proof of liability insurance coverage, with as much a \$1,000,000 liability limit by a certificate of insurance with Hanna Community Council and the property owner as additional insured.

Printed Name	Signature and Date
HANNA STAFF USE ONLY:	
STAFF MEMBER NAME:	
SIGNATURE:	DATE:

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HANNA COMMUNITY CONCIL

GENERAL RULES

1. No intoxicants like alcohol or drugs are permitted on the premises.
2. Unlawful activities are not permitted and will be reported to and handled by the Lafayette Police Department.
3. Smoking is not permitted anywhere in the building. If violated appropriate fines will be assessed.
4. A designated responsible person with the group or organization must be present at all times.
5. A \$25.00 cancellation fee will be applied for any cancellations. No refund will be issued if cancellation occurs with less than 24 hours advance notice. You will be allowed to change your rental date one time, to an open, available, date. If you change it more than once, a \$25.00 fee will be charged.
6. No activity may extend beyond 9:00pm on weekdays and no later than 10:00pm on weekends.
7. Facilities should be cleaned and tables, chairs, etc. should be returned in the condition received.
8. No organization may imply Hanna Community Council sponsorship because of the use of the facilities.
9. In reference to long term leases, the lessee will provide a certificate of insurance showing proof of liability insurance.
10. No pets allowed. Service animals specifically trained to aid a person with a disability are welcome.
11. Hanna Center Council shall not be held liable for any injury to users of the facility or shall Hanna Community Council be responsible for recovery or damage to or loss of personal property while on the premises.

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RENTAL CHECKLIST

RENTER'S NAME: _____ Key Fob# _____

You have rented the Hanna Community Council for the following date and time:

It is your responsibility to return the Community Center to its original condition. The following checklist is for your use in cleaning the facility. If you have any concerns or notice any problems with the Community Center, please make notations on the back of this form or contact us at 765-742-0191. If you encounter problems during your event, please call _____.

	Tables and chairs in the kitchen/dining room area must be placed back the way they were found. If it is necessary to move the large tables, two people must lift them so the floor will not be scratched.
	Please return tables and chairs to the proper storage room. DO NOT DRAG THE TABLES, PLEASE LIFT THEM.
	Remove all decorations (Do not use staples on the tables, no harsh tape on the walls that would cause damage, no confetti or glitter allowed)
	Trash is to be removed from all areas of the facility, including the restroom. A dumpster is located outside, behind our location towards family promise building. Break down all cardboard and leave securely stacked by the dumpster for recycling pick-up.
	All floor areas are to be swept/mopped. Do not leave standing water. Buckets may be filled in the restrooms.
	The kitchen is to be left clean. Make sure all food belonging to you has been removed from the refrigerator. Please wipe off all counters and clean sinks. Be sure the oven/stove and island are turned off.
	Please check to make sure the doors are locked upon leaving. Usually Staff members locks down.
	Make sure the outside perimeter and parking lot is free of debris.
	Leave this checklist with your signature and key fob (if applicable) with the Staff member responsible.

IT IS YOUR RESPONSABILITY TO CLEAN UP THE HANNA COMMUNITY CENTER IMMEDIATELY FOLLOWING YOUR EVENT.

Please leave it in good, clean, condition for the next renter. Failure to accomplish everything in the rental agreement and on the checklist will result in the loss of your damage deposit and additional cost, if applicable, with a minimum \$300.00 charge may be assessed.

If the renter damages, vandalizes, or destroys any property in the Hanna Community Center or facility area, this will also be charged to the renter. If the deposit is withheld because of the renter's maliciousness or negligence the renter then loses their privileges to rent at the Hanna Community Center again. Your cooperation is appreciated.

Renter signature: _____ Date: _____

Please note any concerns or comments on the back of this form.

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