



KEY _____

CODE _____

City of Stanford
L&N Depot Conference Room Lease Agreement

****ATTENTION: Upon entrance to the Depot, renters MUST disarm the alarm system by entering the code provided. Likewise, the alarm must be armed by re-entering the code before departure!**

The lease/rent agreement between the City of Stanford, Kentucky and _____ in the amount of \$_____ deposit fee and \$_____ rental fee allows access on the following date: _____. Purpose of event is: _____, number expected to attend _____.

- 1) The city has first priority for reservation of the building for any city function. Outside groups or individuals may reserve the building if available.
- 2) This room is available for use by all people regardless of race, color, age, sex, religion, handicap or national origin.
- 3) A deposit of \$50.00 is required when room is reserved by any group that is not a civic organization, school, or church group in Stanford or Lincoln County. The \$50.00 deposit will be refunded provided the room is left in good shape.
- 4) A 48-hour notice is required for cancellation. The key can be picked up 24 hours prior to reservation date. Deposit and rental fee are due when the key is picked up. The key can be picked up by noon on Friday if space is to be used over the weekend. Key must be returned by the following Wednesday.
- 5) Renter agrees to pay for any damages to the premises or loss, and agrees to pay for the replacement, refurbishment, or repair of those articles, fixtures, and furnishings in, on or about the premises which are damaged or destroyed through the willful or negligent act or acts of the party of the renter, its employees, agents, invitees, guests or assigns. Sums shall include reasonable cost of labor incurred in making repairs, refurbishment or replacement. These repairs or replacements are to be made to the City's approval.
- 6) The individual signing the lease on behalf of the renter does hereby and personally guarantee that he/she has the authority to act on behalf of the renter in the execution of this rent/lease agreement.
- 7) In all cases of disagreement arising herein, the statutes and laws of the State of Kentucky shall govern, and the renter further states the he/she

does not intend to, and will not use, said premises for any purpose that will constitute any violation of city, state, or federal law.

- 8) The renter is responsible for any insurance coverage. The owner assumes no risk. The renter releases the owner of any and all liability for damages, injuries, or loss to any person, goods, merchandise, or machines from any cause whatsoever. Further, the renter hereby covenants to indemnify any and save harmless said renter from any damage, injury, or loss from any cause, whosoever, arising in and out of said party of the renters use of occupancy of the building or premises.
- 9) No sign, advertisement, notice or other attachment shall be inscribed, painted, or affixed on any part of the outside or inside of the building except on door glass. Do not pin, nail, or tack anything on walls or facing of doors. Tape can be used on glass of doors only. No decorations can be attached to walls, facings, pictures or doors.
- 10) Renter is responsible for providing their own table cover, eating utensils, paper products, cleaning items, towels, dish clothes, food condiments, etc. City supplies in the building are not to be used unless otherwise specified. Supplies are for City purposes only. Renter is responsible for providing their own garbage bags. Trash pick-up is required before leaving. **RENTERS ARE TO EMPTY TRASH UPON DEPARTURE FROM PREMISES.**
- 11) Renters may procure catering services for their events at their discretion.
- 12) Renter is not to pull, drag, or scoot tables, chairs, furniture on floors. Please pick up chairs and tables when moving them.
- 13) Floors may be cleaned with a dust mop. Do not clean floors with soap or cleansers. **USE WATER ONLY TO CLEAN SPILLS.**
- 14) No alcoholic beverages, drugs, etc. are allowed on the premises. **NO SMOKING ANYWHERE INSIDE BUILDING** (city ordinance requires that no smoking should occur within 20 feet of the entrance of a public building).
- 15) The owner has free access to the premises during the term of the lease.
- 16) These policies are subject to change at any time at the discretion of the City of Stanford.
- 17) **IF THE BUILDING IS LEFT UNSECURED, THE DEPOSIT IS AUTOMATICALLY FORFEITED.** Renter will be given a security code and instructions on how to secure the building.
- 18) To ensure effective management of utility costs, **THERMOSTAT MUST BE LEFT AT 72 DEGREES UPON DEPARTURE.**
- 19) Renter is responsible for alerting City personnel of any repair needs upon return of key.

In witness whereof, the parties set their hands this date on year below written.

Date: _____

RENTER: _____ PHONE: _____

DEPOT REPRESENTATIVE: _____

DATE KEY WAS RETURNED: _____