



Black Swamp Nature Center Rental Agreement

753 Fairground Drive, Paulding, Ohio, 45879

This Lease Agreement is between the Paulding Soil and Water Conservation District and the individual/organization listed below:

Name		Date of Rental	
Phone #		Event Start Time	
Alt Phone #		Event End Time	
Address		Rental Purpose	
City/State/Zip		Total Rental Hours	

RENTAL DESCRIPTIONS	RENTAL FEES
<input type="checkbox"/> 4 Hour General Rental	\$75
<input type="checkbox"/> 8 Hour General Rental	\$150
<input type="checkbox"/> Public Interest Group Rental	\$40 Annual Donation that Precedes Usage
<input type="checkbox"/> Educational/School/County Entity Rental	No Charge
<input type="checkbox"/> Night Before Main Event Rental	\$25
<input type="checkbox"/> Deposit for Rental* (<i>Deposit is IN ADDITION to rental fee.</i>)	\$50
<input type="checkbox"/> Other:	

Make checks payable & return to:

Paulding SWCD
 900 Fairground Dr, Suite B
 Paulding, OH 45879

TOTAL**	
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Payment Information

***\$50 refundable deposit required within two weeks of making a reservation or your date will be forfeited.**

****Remaining balance due no less than 30 days prior to reservation date****

General Liability Insurance Coverage Requirement

Lessee further agrees to secure and maintain general liability insurance covering any occurrences that may arise as a result of lessee's use of the leased premises, including coverage for guest consumption of alcoholic beverages served during lease period and property damage; said liability insurance policy to have combined single limit of \$300,000.00 for bodily injury and \$5,000.00 for property damage; and, Lessee shall provide Lessor with a "Certificate of Liability Insurance" as evidence of same.

Cleaning and Security Requirements

Lessee acknowledges that prior to leaving the building all tables shall be cleaned, hall shall be swept, and if needed, floor mopped. All trash shall be picked up and removed, bathrooms shall be cleaned, all lights and fans will be turned off, windows, if opened, will be shut and locked, kitchen and refrigerator will be cleaned, and thermostat will be set at 60 degrees. All doors will be shut and locked.

Cancellations

Cancellations should be made as early as possible to allow the possibility of another rental. Cancellations will be refunded as follows:

Cancellation Made 30+ Days Prior to Event Date	Full Refund (Building Rental Fee & Deposit)
Cancellation Made 14+ Days Prior to Event Date	Building Rental Fee Refunded + ½ of Deposit
Cancellation Made 7+ Days Prior to Event Date	Building Rental Fee Refunded
Cancellation Made less than 7 Days Prior to Event Date	No Refund

Additional Charges

Additional charges may be applied due to lack of care for the building/property, destruction, etc. The fees applicable are to the discretion of the inspector. Fees include, but not limited to:

Door(s) Left Unlocked	\$25	Trash Not Removed	\$25
Lights Left On (Per Room Fee)	\$25	Floor Not Swept/Mopped	\$25
Exceeding Rental Time	\$50	Hourly Rate for Excessive Cleaning Needed	\$15

Please Note: Additional charges that exceed the deposit amount will be billed to the lessee listed above

It is agreed that said Lessee shall not assign the lease, or sublet said premises, nor any part thereof. Lessee further agrees that the lessee will remove all personal items at the end of the rental period. Lessee and their invitees further agree to the following:

<ol style="list-style-type: none"> 1. No smoking in any room of the building. 2. Do not attach anything to the walls or fixtures. 3. At the end of the rental period, Lessee is to clean chairs and tables. 4. At the end of the rental period, Lessee is to sweep and mop the hall. 5. Pick up all trash and dispose of in dumpster at the Extension Building. 6. Tables and chairs will NOT be removed from the building for any reason. 7. Remove all litter, bottles, cans, etc. from the outside parking area. 8. That the premises shall not be used or be permitted to be used to conduct any lewd, immoral, or otherwise objectionable entertainment or activities. 9. That the premises shall be vacated by all persons no later than 1:00 a.m. 10. Any damage to any property will be assessed to the Lessee. 	<ol style="list-style-type: none"> 11. No alcoholic beverages shall be sold. Lessee shall be permitted to dispense alcoholic beverages to guests. Lessee agrees that alcoholic beverages will not be provided to any person under the age of 21 years old. Further, employees of the District or Paulding County shall not be permitted to dispense the alcoholic beverages to guests. Lessee agrees that guests will not be permitted to consume alcohol in excess, nor drive after consuming alcohol. 12. Lessee agrees to indemnify and hold harmless the Paulding SWCD and the County of Paulding, its agents, employees, or any other person against loss or expense including attorney fees, by reason of the liability imposed by law upon the District, for damage because of bodily injury, including death, at any time resulting there from, sustained by an person or persons, or on account of damage to property arising out of or in consequence of this agreement, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of the District or County, its employees/agents, or any other person. It is further understood and agreed that the Lessee shall (at the option of the District) defend the District and County of Paulding with appropriate counsel and shall further bear all cost and expenses, including the expense of counsel in the defense of any suit arising hereunder.
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Keys

Pick up building key up at the Paulding SWCD office (900 #B Fairground Dr.) during regular working hours. Keys must be returned the following business day to the Paulding SWCD office along with the rental checklist form OR placed in drop box on front porch of Nature Center) to be eligible for your deposit refund.

By signing below, Lessee acknowledges the requirements, terms and responsibilities as listed in this contract:

Signature: _____

Date: _____

Print: _____

Maximum Occupancy: 83
 Handicap Accessible
 Chairs: 67

General Information/Amenities

6' Tables: 16
 8' Tables: 2
 Sink

Full Size Refrigerator
 Microwave
 Coffee Pot

FOR OFFICE USE ONLY

Date:	Amt Paid	Check #	Receipt #	Date:	Amt Paid	Check #	Receipt #	Key #



BLACK SWAMP NATURE CENTER RENTAL **COVID-19 WARNING**

Events and gathering can contribute to the spread of COVID-19. As a renter of the Black Swamp Nature Center, it is your responsibility to know and follow the current guidelines set forth by the CDC for events, gatherings, weddings, and funerals. Examples of these guidelines may be, but are not limited to, one half capacity of venue and proper 6 ft social distancing. The Black Swamp Nature Center and its affiliates will not be held liable for the contraction or spread of COVID-19 during the time of rental.

Please sign and date that you have read and accepted this warning.

Signature

Date

Date:	Amount Paid	Receipt #	Date:	Amount Paid	Receipt #	Key #

PAULDING
SOIL & WATER
CONSERVATION DISTRICT