

2022 Black Swamp Nature Center Rental Agreement

753 Fairground Drive, Paulding, Ohio, 45879
 (419) 399-4771 Paulding@PauldingSWCD.org www.PauldingSWCD.org



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	
Email Address		Event End Time	
Address		Rental Purpose	
City/State/Zip		Total Rental Hours	

RENTAL DESCRIPTIONS	RENTAL FEES
<input type="checkbox"/> 4 Hour General Rental	\$100
<input type="checkbox"/> 8 Hour General Rental	\$175
<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	\$50
<input type="checkbox"/> Deposit for Rental* (<i>Deposit is IN ADDITION to rental fee.</i>)	\$100
Do you intend to forgo deposit by NOT cleaning/mopping after your rental?	Yes No Initial:
TOTAL**	\$

Payment Information

***\$100 refundable deposit required within one week of making a reservation or your date will be forfeited.**

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

Make checks payable & return to: Paulding SWCD

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 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.

FAILURE TO DO SO WILL RESULT IN LOSS OF SECURITY DEPOSIT.

Cancellations

Cancellations should be made as early as possible. 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

FOR OFFICE USE

Deposit Refunded: Y / N **Refund Date:** **Refund Amount:** **Refund Check #:**



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 accept this warning.

Signature

Date