



2022 Black Swamp Nature Center

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

Rental Agreement

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

Name		Date of Rental	
Phone #		Begin Rental Time	
Email Address		End Rental 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 (after 5pm – up to 2 hours – MUST be scheduled!)	\$50
<input type="checkbox"/> Deposit for Rental* (<i>Deposit is IN ADDITION to rental fee.</i>)	\$100
RENTAL TIME MUST INCLUDE SET UP AND CLEAN UP.	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, 451C McDonald Pike, Paulding, OH 45879

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.

Paulding SWCD reserves the right to retain all or part of the security deposit if conditions are not met.

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 #:
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