

RENTAL AGREEMENT

Roppe Lodge, Fruth Outdoor Center

1. RESERVATIONS: Reservations are taken up to one year in advance. Reservations are not made or confirmed until the rental fee and Rental Agreement is accepted. To rent this facility, renter must be a minimum of 21 years of age, and upon request, provide verification of age.
2. RENTAL FEE (Per Day): \$300 Friday, Saturday, Sunday, and holidays
\$175 Monday, Tuesday, Wednesday, and Thursday
\$100 Non-profit organizations with a 501 (C)(3) status, Monday, Tuesday, Wednesday, and Thursday only
*If event involves extra setup on the grounds, such as event tents, port-a-pots, inflatables, etc. an additional Special Use Permit and fee may be required. Check with Park Office for details.
3. HOURS: The rental period is from 8:00 a.m. to 12 midnight including all cleanup complete and all guests and renters off park premises by 12:00 midnight. Situations will be handled on a case-by-case basis for requests of earlier arrival on the day of the reservation, and will therefore not be guaranteed.
4. EARLY ENTRY: Renters wanting to reserve the Roppe Lodge on the day prior to their confirmed reservation for the purpose of decorating or related uses may do so for a fee of \$100 (Friday-Sunday and holidays) or \$75 (Monday-Thursday). The facility would be available beginning at 6:00 p.m.

Reservations can only be made up to fourteen (14) days prior to the confirmed reservation date if it has not been rented the day before. Reservations made beyond fourteen (14) days are subject to the standard rental fee.

5. SECURITY DEPOSIT: A rental where alcohol is not present requires a \$100 deposit by cash or check (no credit card), due when picking up the key. A rental where alcohol **IS** present requires a \$200 deposit by cash or check (no credit card), due when picking up the key. The deposit will be returned if the facility is clean and undamaged, if the renter and guests complied with the rental agreement, and when the key is brought back.
6. KEY: The key can be picked Monday-Wednesday prior to the reservation date at the Seneca County Park District office during normal business hours. Renters are only permitted to enter the facility at the time noted on the Activity Reservation Form. The Key can be returned within one week after the reservation. Do not leave the Roppe Lodge unattended when unlocked.
7. PARKING: Event parking is available in the main lot. Drop off only area is available near the facility. For emergency purposes, vehicles should not remain in "drop off" area during event.
8. OCCUPANCY: A maximum of 50 persons in the Roppe Lodge.
9. TABLES & CHAIRS: The Roppe Lodge has 10 – 6' rectangle tables, 1 - 8' rectangle table, 52 folding chairs, 1 - large round table, and 6 non-folding chairs. Tables and chairs are for inside use only. Removing tables and chairs from the Roppe Lodge is not permitted. The renter is responsible for setting up tables and chairs. Leave tables and chairs set up after the event, do not put them away. Outside porch has several picnic

tables available. If tables are moved onto grass, they must be returned to the concrete area as part of cleanup responsibilities.

10. DECORATIONS: No candles or other decorations with open or enclosed flames permitted. Decorations may not be affixed to walls, building, or fixtures. Only clear tape can be used to secure decorations to chairs and tables. Fog machines, sidewalk chalk, glitter, bird seed, rice, confetti, nails, and staples are not permitted.
11. SALE OF FOOD/BEVERAGES/OTHER ITEMS: The renter is not permitted to sell items of any kind unless it is a nonprofit organization with 501 (C)(3) status and is selling or auctioning for the purposes of raising funds to benefit the community or a charitable organization. Prior authorization is required.
12. KITCHEN: The kitchen is equipped with a refrigerator, range, oven, and sinks. Please remember that if warm drinks are put in the refrigerator, it may take a long time for the drinks to get cold. The Seneca County Park District does not provide catering.
13. ALCOHOLIC BEVERAGES: The renter must disclose if alcohol will be present and pay the \$200 security deposit as included in item #5 (See SECURITY DEPOSIT). Alcoholic beverages may be consumed, but not sold. Alcoholic beverages are permitted inside the Roppe Lodge and on the outdoor patio only. There is no alcohol permitted in the rest of the park, all park rules and regulations apply. The renter is responsible for adhering to Ohio Liquor Laws. Beer kegs are not permitted.
14. SMOKING: The Park District is a tobacco and smoke/vape free district. Use of any of these items is not permitted in buildings or anywhere on the premises.
15. CLEAN-UP: Clean-up is the renter's responsibility. This includes kitchen, tables, chairs, and floor. Spills and accidents resulting in vomit, urine, feces, etc. is the renter's responsibility to clean up. The renter is responsible for picking up litter and for sweeping and mopping floors where residue appears. Bring dish towels, rags, paper towels, and cleaning agents as they are not provided. Mops, brooms, and dust pans are located in the building. Trash bags are provided and must be tied and placed in the dumpster located outside. All outdoor tables returned to outdoor concrete porch area.
16. REFUND POLICY: A cancellation notice must be made in writing by the same person who signed the rental agreement. All refunds are subject to a \$30 processing fee. If paid by credit card, the credit card fees are nonrefundable since those charges are kept by the credit card processor, not the park district.
 - a. A cancellation notice received more than three (3) months prior to the event date is subject to a full refund (minus the above mentioned \$30 processing fee).
 - b. A cancellation notice received less than three (3) months prior to the event date is subject to a full refund (minus the above mentioned \$30 processing fee) but only when the date has been reserved by another paying customer for the full rental fee.

Please sign in acknowledgement of understanding, after reading the REFUND POLICY:

Renter's Signature

17. CONTACT INFORMATION: If there is a problem with the facility, contact the Park office during normal business hours at 419-447-8091. Or call 567-804-9128 after normal business hours for assistance. In cases of emergency, call 911 for medical, fire, and law enforcement response.

ACKNOWLEDGEMENT: Renter agrees to occupy and use the rented area in a responsible manner and comply with all applicable local, state, and federal laws. Renter agrees to waive all claims or causes of action arising from the use of the rented area and related park facilities and agrees to release the Seneca County Park District and its agents, employees, and volunteers and their heirs, executors, and assigns from liability.

Name of Renter (print)	Signature of Renter	Date
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Type or Name of Event	Reservation Date	Telephone Number
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Effective 1/1/2020