

## Town of Loudon

### Facilities Rental Agreement and Fee Schedule

All businesses, corporations, outside political organizations, and other groups or organizations as determined at the sole discretion of the Loudon Board of Selectmen, shall pay a fee for usage of Town facilities.

1. **Town of Loudon Town Hall (Clough Hill):** The fee for usage of this facility is Fifty dollars (\$50.00) for one calendar day with a separate security deposit in the amount of One Hundred Fifty dollars (\$150.00)\*. This fee will not be prorated. The security deposit of \$150.00 will be returned to the renter if the building is left in as good a condition as found. *All tables, chairs, and equipment shall be returned to the original location/position. Kitchen and Bathrooms need to be left clean and orderly. The heat is to be set back to 55° during the cold season, lights to be turned off, building to be locked, and ALL trash to be removed from the building.*
2. **Town of Loudon Board Room and Kitchenette (Loudon Village):** The fee for usage of this facility shall be Fifty dollars (\$50.00) for one calendar day with a separate security deposit in the amount of One Hundred Fifty dollars (\$150.00)\*. This fee will apply regardless of whether the kitchenette is utilized or not. This fee will not be prorated. The security deposit of \$150.00 will be returned to the renter if the building is left in as good a condition as found. *All tables, chairs, and equipment shall be returned to the original location/position. Kitchen and Bathrooms need to be left clean and orderly. The heat is to be set back to 55° during the cold season, lights to be turned off, building to be locked, and ALL trash to be removed from the building.*
3. The renter will be required provide a driver's license, so a copy can be made and retained at the Selectmen's Office.
4. The renter will not enter the building prior to or after the approved time as indicated on the facilities agreement form. If the renter needs time to setup before or clean up after their event, they should allow enough time to be included in the "start time to end time" portion of the agreement.
5. The renter agrees to return the key to the Selectmen's Office (either in person or placed through the mail slot of the South Village Road side door). The renter agrees to all expenses associated with changing of the locks and key replacement if the key is not returned.
6. All fees must be paid prior to scheduled use.
7. The user agrees to assume full liability and responsibility, and to indemnify and hold harmless the Town of Loudon, and its officers, employees and agents from any injury of other harm that may come to any person present on the premises at any time during the course of the usage.
8. The user agrees to reimburse the Town of Loudon for costs incurred through damage or loss to the premises occasioned during the course of the usage.
9. There shall be no smoking in the building(s) during the usage. No alcohol allowed on Town property. It shall be the responsibility of the user to take the necessary actions to ensure that all attendees and persons associated with the activity to which this usage pertains are aware of and comply with these requirements.
10. The renter agrees to bring their own supplies for usage during the event and agrees not to remove any items from the building belonging to the Town of Loudon.
11. The renter agrees to pick-up a key from the Selectmen's Office prior to close of the business day on either the day of the event, or the day before the event. In the event that the day the renter reserves the building is on a weekend, the renter may obtain the key by the end of business day on Thursday. Obtaining the key is the sole responsibility of the renter. If the renter wishes to have someone other than himself or herself pick-up the key, they will need to provide written permission for another individual to obtain the key on their behalf.

\_\_\_\_\_  
Renters full name

\_\_\_\_\_  
Renters phone numbers Day/Evening/Cell

\_\_\_\_\_  
Renters full address

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Type of function (be specific)

\_\_\_\_\_  
Date of function

\_\_\_\_\_  
Start time of function (be specific)

\_\_\_\_\_  
End time of function (be specific)

\$ \_\_\_\_\_  
Rental fee amount                      Check #/Cash

\$ \_\_\_\_\_  
Security deposit amount              Check #/Cash

I have read and understand the requirements and conditions for the rental of the Town of Loudon Town Hall or Board Room and Kitchenette (circle one), and agree to all requirements and conditions as stated. Further, I understand that I must provide the Town of Loudon with accurate information, and will update my information if anything changes prior to the date of rental.

\_\_\_\_\_  
Signature of renter

\_\_\_\_\_  
Date

Stipulations/Requirements from the Board of Selectmen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by the Loudon Board of Selectmen

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

Key Returned by: \_\_\_\_\_ Building Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit returned: \_\_\_\_\_ Security Deposit kept: \_\_\_\_\_

Reason Security Deposit kept: \_\_\_\_\_

**\* Per agreement by the Board of Selectmen on January 22, 2008, the Security Deposit will be waived if an individual/group successfully rents the building, without incident, five consecutive times. Subject to change at any time by the Board of Selectmen.**