



ROOM/BUILDING RENTAL LEASE AGREEMENT

This agreement is made and entered into on this day _____, 20____ by and between the CCBC, Inc. and _____, hereafter, referred to as the "Lessee", and hereby enters into a Rental Lease Agreement for the purpose of using the CCBC Community Building and its property as stated and agreed upon in the Room/Building Rental Request.

CCBC, Inc. in consideration of the rent and agreement herein contained, does hereby agree to lease to the Lessee the following area(s) of the CCBC Community Building (select all that apply):

____ **Building (\$400)** ____ **Dining Room and Kitchen (rented together) (\$200)**
____ **Gymnasium (\$175)** ____ **Recreation Room (\$100)**

A security deposit of \$100/dining room and kitchen; \$175/gymnasium; recreation room/\$100; and \$400/building, must be paid at the time of scheduling your event. This deposit guarantees your event date(s). The deposit will be returned within three (3) business days after a full inspection of the building has been conducted for damages and clean up. In consideration, therefore, the Lessee agrees to pay the appropriate deposit in advance to secure the day(s) marked for your event.

Additionally, Lessee agrees to the following:

1. Lessee will inspect premises with a designated CCBC Representative(s) upon renting and accept it as is and returning back to its original state after renting.
2. Lessee will be responsible to pay for (in full) repairs or replacement value for any/all damages that may occur during the leasing period.
3. Lessee will be held responsible if the premises is used for any unlawful purpose.
4. Lessee agrees to release CCBC, Inc. and/or designated CCBC Representative(s) of any and all liability for accidents, lost and stolen property while visiting or leasing the building
5. Lessee will be responsible for notifying a designated CCBC Representative(s) within three (3) days of any cancellations (**Failure to do so will surrender your security deposit**).
6. Lessee agrees to adhere to time and date that are stated; when the starting or ending time is delayed, a portion of his/her security deposit is forfeited (*minimum of \$25.00*).
7. Lessee will be responsible for the building key and agrees to not enter the building until time and date that are stated (*Entering the building before or after time stated will result in additional rental fees*).



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- 8. Lessee is aware that copying the building key or allowing any other person to take possession of the key is prohibited by the CCBC and its Board of Directors and will result in legal action.
- 9. Lessee is aware that alcohol is not allowed on the premises unless permitted by a designated CCBC Representative(s).
- 10. Lessee is aware and agrees that any other room used during the time of leasing besides area(s) indicate on this lease agreement that additional charges will be incurred and can be deducted from the security deposit if no damages or cleanup were needed.
- 11. Lessee is responsible for cleaning up the area(s) inside and outside premises after the event and should be left its original condition prior to renting the building (**Failure to do so will surrender your security deposit**).
- 12. Lessee is aware that tacks, nails, screws or any other objects are not allowed to hang decorations or such items on the walls.
- 13. Lessee is aware that tape is not allowed on the floor anywhere in the building.
- 14. Lessee understands that if there are ongoing issues with Lessee for multiple events, the Lessee's future requests are subject to go before the CCBC Board of Directors for approval.

Lessee has read and agrees to the above statements. I, _____, agree to the above and do so by executing this document.

Event: _____

Date of Event: _____

Start Time: _____ AM / PM

End Time: _____ AM / PM

Lessee Name (Please Print)

Lessee Signature

Date

CCBC Representative

Date