



# WEST JAY COMMUNITY CENTER

125 Hoover Street  
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Dunkirk, IN 47336

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## WEST JAY COMMUNITY CENTER BUILDING RENTAL AGREEMENT

Date of Event: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_ Phone Number: \_\_\_\_\_

<b>Room:</b> _____ Multi Purpose Room	<b>Activity Type:</b> _____ Basketball, Volleyball
_____ Conference Room	_____ B-Day Party
_____ Gymnasium	_____ Meeting
_____ Kitchen full or Limited	_____ Dinner or Reception
	_____ Family Reunion
	_____ Shower
	_____ Other: _____

Hours Needed: \_\_\_\_\_ to: \_\_\_\_\_

Audio/Visual Needed: No \_\_\_\_\_ (TV, VCR, DVD Player, Over Head Projector, Screen)  
Yes \_\_\_\_\_

Set-Up/Clean Up Requested: \_\_\_\_\_ Fee: \_\_\_\_\_

This agreement is made on \_\_\_\_\_ day of \_\_\_\_\_, 2011 by and between the  
**West Jay Community Center, Inc.** and:

Name \_\_\_\_\_  
(Please Print)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day time phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Rental Amount \$ \_\_\_\_\_ Deposit Amount (due at signing) \$ \_\_\_\_\_

Rental Fee due on \_\_\_\_\_

Signature of Administrator or Recreation Center Coordinator: \_\_\_\_\_

\*Cancellations must be received two weeks prior to event. If proper notice is not given, forfeiture of rental deposit may result. \*\*\*\*Lost keys will result in the loss of your rental deposit and any additional costs associated with lock replacement.

I have received and understand the guidelines and cleaning policy for the West Jay Community Center/Recreation Center and agree to adhere to said policies. Should I/We fail to do so, part or all of my/our rental deposit may be forfeited.

This agreement is made upon the terms set forth in the West Jay Community Center, Inc. guidelines for building use which renter hereby agrees to abide by.

\_\_\_\_\_  
(Signature of Responsible Party) Date: \_\_\_\_\_

How did you hear of the Community Center room rental? \_\_\_\_\_