

**MUMFORD FIRE DISTRICT
1013 MAIN STREET
P.O. BOX 477
MUMFORD, NEW YORK 14511
(585) 538-2330**

RENTAL QUESTIONNAIRE FOR THE MUMFORD COMMUNITY BUILDING

Name: _____

Address: _____

Phone Number: _____

Email address: _____

Reason for Rental: _____

Date of Rental: _____

Time Frame for Rental: _____

Setup Required: _____

Using the Stove/oven: yes or no

Keys: contact lessor to obtain key and at the end of the event leave the key on the kitchen counter

Garbage: bring and use your own personal garbage bags and to take your trash out to the dumpster after the event (this includes the bathroom trash)

Payments

Make all checks payable to: **Mumford Fire District**

\$100 for the rental fee – due with the completed questionnaire and agreement

\$250 for the damage deposit – due at key pickup

Additional Comments:

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RENTAL AGREEMENT FOR THE MUMFORD COMMUNITY BUILDING

Eligible Lessees:

- Residents of the Mumford Fire District over 21 years old
- Any bona fide community organization based in the Community (One fund raising event allowed per year at no cost to the community organization)
 - Use shall be for the lessee only (no rentals for another person)
 - Personal, non-business use only,
 - Fundraising only by community organizations.
 - Lessee shall be present the entire time the building is being use
 - Lessee is responsible for any damage or costs incurred as a result of any function attendee's actions.
 - All trash is to be picked up and placed in dumpster
 - All floors broom cleaned after use
 - All appliances and countertops shall be left clean

This agreement made this _____ day of _____ 20__ between the Commissioners of the Mumford Fire District, hereafter designated as the lessor, and _____ hereinafter designated as the lessee.

Witnessed, that the said lessor does hereby let unto the said lessee, and the lessee does hereby hire from the lessor, to be used exclusively for the purpose of holding a _____ on the _____ day of _____ 20__.

A rental fee of \$100.00 will be charged (\$60 for MFD Members and Commissioners.)

USER IS REQUIRED TO

- Use own garbage bags and remove garbage to the dumpster in the rear of the building.
- Wipe clean all tables, counters, appliances, sweep floor, empty bathroom baskets, and leave building a generally tidy condition.
- All special arrangements of tables and chairs are to be done by the lessee and placed back as found.
- Lessee is responsible for turning down the heat, shutting off lights, fans and securing all doors.

**NO TAPE ON WALLS CEILING DOOR JAMBS ETC.
TAPE SHALL BE REMOVED COMPLETELY FROM ALL TABLES.
ABSOLUTELY NO CONFETTI!**

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A separate breakage/damage/excessive cleanup fee deposit of \$250.00 is required. The damage/breakage/cleanup deposit will be refunded one week after the date of rental less cost of damage/breakage/cleanup.

The above letting is upon the following conditions, all and every one of which said lessee covenants and agrees to with said landlord to keep and perform.

USAGE IS LIMITED TO

The Community meeting room, men's and ladies toilet facilities, hallway and warming kitchen area of the Mumford Fire District/Community Building.

All other areas of the building are private for Fire District/Department use only. These areas will remain locked and are not to be occupied by non-fire Department/District members.

FIRST Mumford Fire District or its employees assume no responsibility for any losses.

SECOND Lessee shall take every precaution for the preservation and care of the premises and fixtures, make good any injury or breakage done by such lessee or any agent, servants, and visitors, and shall quit and surrender such premises in as good condition as it was when lessee entered the premises for the occasion.

THIRD Lessee shall not assign or encumber this rental agreement, and said premises, or any part thereof, shall not be let or underlet, not use or permit to be used for any other purpose than the above mentioned, nor by any other person without written consent of the landlord.

FOURTH The above mentioned premises must be vacated by no later than 2:00 AM

FIFTH No decorations may be hung from the ceiling

SIXTH **No Kegs of beer.** All beverages must be placed in water proof container with protection for the floors. Any excess water or liquid spills are to be cleaned up immediately by lessee. Do not overload trash bags; a precaution against breaking upon removal.

SEVENTH No driving on the grass or sidewalks

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EIGHTH The lessee shall assume all liability for any injury or damages which may arise from its use of the leased premises, and shall hold harmless and indemnify the Lessor against all claims made by parties allegedly injured or damaged

NINTH **If alcoholic beverages are to be served the lessee must present Written proof of an insurance policy with “host alcohol” coverage suitable to the Landlord, and if such an event is catered the caterer must present a proper permit and proof of insurance suitable to the Landlord.**

Mumford Fire District (lessor)
Leasing Agent

RENTOR (lessee)

If you need assistance call

Name _____

Address _____

Phone _____

Make all checks payable to Mumford Fire District.

2 separate checks

\$100 for the rental fee

\$250 for the damage deposit