



## Farmland Conservation Club, INC. Rental Agreement

Rental agreements must be completed at the Member Meeting held on the second Tuesday of each month, or at the Board of Director's meeting held on the last Wednesday of the month.

Rental agreement completion requires the person renting to be present, two checks, one for rental amount and one for deposit. Must provide Certificate of Insurance presented to club at the time of scheduling rental.

This agreement is entered into by and between the *FARMLAND CONSERVATION CLUB* (hereinafter referred to as "FCC"), and \_\_\_\_\_ (hereinafter referred to as "Renter")

### RECITALS

Whereas, *FCC* is an organization comprised of members dedicated to the purpose of enhancing wildlife conservation and education.

Whereas, *Renter* is a member of the FCC, in good standing, and desires to rent specific facilities owned by the FCC.

Whereas, *Renter* recognizes that the location of the FCC may result in inaccessibility from time to time as a result of conditions beyond the control of the FCC.

Whereas, *FCC and Renter* recognize that this Agreement represents the foundation for responsibilities that shall be assumed by the parties: that mutual cooperation, respect and communication are essential to the fulfillment of each party's responsibilities, and that the timely and good faith fulfillment of each party's responsibilities under this agreement are necessary in order for the other party to satisfy responsibilities in a timely and proper manner.

Therefore, in consideration of the premises set forth and the terms and conditions set forth below, the parties mutually agree as follows:

### Section 1 – Duties of Parties

#### 1.1 Rights and obligations of FCC

*FCC* agrees to:

- A) Conduct the day to day business necessary to maintain FCC property.
- B) Allow rental of the specified area in accordance with this agreement and provisions established.

#### 1.2 Rights and obligations of Renter

*Renter* agrees to:

- A) Abide by this agreement and All OF THE RULES AND REGULATIONS OF THE FCC.
- B) Be present during the said function and be responsible for the actions of those participating in Renter's activities. Renter activities exclude the use of FCC pistol, rifle and trap ranges.
- C) Allow members of the FCC to continue to utilize the FCC during the scheduled event.
- D) Be responsible for any damage to FCC property.
- E) Not hold FCC liable for injuries and / or accidents.
- F) Clean up after use. Detailed cleaning procedure will be provided to you with this rental agreement and are also located on both sides of the cooler in the kitchen. **Failure to properly clean will result in loss of deposit.**
- G) Return all tables and chairs including picnic tables to their designated locations. **Failure to return tables and chairs as well as picnic tables will result in loss of deposit.**
- H) FCC table and chairs are for use only inside the building and attached shelter.

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Renter Signature \_\_\_\_\_



**Farmland Conservation Club, INC.  
Rental Agreement  
Attachment "A" to Rental Agreement**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**LIABILITY WAIVER**

I \_\_\_\_\_ on my own behalf and on the behalf of my heirs, representatives, administrators and assigns, hereby waive and release any and all claims, demands, causes of action, suits, and rights I, or anyone on my behalf might have against Farmland Conservation Club INC. ( THE ORGANIZATION ), its officers, and or / or directors for personal injury, loss or damage to my property which I (or anyone claiming, by or through me) may have against the ORGANIZATION, its officers and / or directors, as a result of my taking part in activities sponsored by or approved by that ORGANIZATION, its officers and / or directors.

**I have provided a copy of my personal and or homeowners insurance showing FCC named as a rider on that insurance for the date of this rental.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Area		Rental Fee	Amount Due
Education Center	Per Day	\$150.00	\$ .00
Security/Damage/Cleaning Deposit		\$150.00	
Shelter House North	Per Day	\$ 25.00	\$ .00
Dog Training Fields East	Per Day	\$175.00	\$ .00
Dog Training Fields West	Per Day	\$175.00	\$ .00
Dog Training Fields East & West	Per Day	\$300.00	\$ .00
Wedding	Per Day	\$500.00	\$ .00
Security/Damage/Cleaning Deposit		\$500.00	\$ .00
Other	Per Day		\$ .00
		<b>TOTAL DUE</b>	\$ .00
<b>Paid by Cash</b> _____	<b>Paid by Check #</b> _____		

Beginning on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_ am /pm

Terminating on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_ am /pm



Farmland Conservation Club, INC.  
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2.1 TERM OF THIS AGREEMENT

The term of this agreement shall begin as set forth in "Attachment A "to this agreement unless terminated as set forth below

2.2 TERMINATION OF THIS AGREEMENT 30 DAYS OR MORE FROM THE DATE OF THE EVENT

Notwithstanding anything contained to the contrary, either party may terminate this agreement without cause by providing the non-determining party with verbal or written notice at least (30) days prior to the scheduled event. FCC reserves the right to withhold Twenty Dollars (\$20.00) from the monies to be refunded to *Renter* upon termination of this agreement.

2.3 TERMINATION OF THIS AGREEMENT LESS THAN 30 DAYS FROM THE EVENT

In the event termination occurs by the *Renter* less than thirty (30) days from the scheduled event, the *Renter* forfeits the rental fee paid to FCC.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_, 20\_\_\_\_\_

(FCC Board Member Signature)

(Renter's Signature)

**IN CASE OF EMERGENCY IMMEDIATELY CALL 911**

**TO REACH FCC CALL (765) 216-5283**

**Section 3 – Opening, Closing and Cleaning Procedures**

3.1 A Rental Gate Code will be provided that allows the gate to remain open. Code must be entered upon arrival and again at departure to close the gate. You may contact us up to one week prior of your event to receive your events hold open code. Your hold open code nor your annual membership code should be given to anyone at any time period.

Member's annual code will unlock the Club House South, West and interior kitchen door, turning the interior thumb knob will override the door code and allow the door to remain unlocked. Double doors on both sides of the building may be unlocked with allen key hanging next to the doors.

FCC does not provide for your use with rental items such as paper towels, napkins, plastic utensils, plates, etc. Those are your responsibility to provide.

**Failure to comply with the club rules and sections of this rental agreement will result in loss of damage deposit and possible disciplinary action from FCC.**

\_\_\_\_\_  
(FCC Board Member Signature)

\_\_\_\_\_  
(Renter's Signature)



Farmland Conservation Club, INC.  
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CLEANING PROCEDURE AFTER THE USE OF BUILDING AND KITCHEN

3.2 Educational Center

- A) All tables and chairs are to be returned to their proper location
- B) Tables are to be wiped off and 3 chairs placed upon each table
- C) Remaining chairs placed against the wall
- D) Floor is to be swept with the dust mop and any soiled areas cleaned with the wet mop
- E) All trashcans including the bathrooms are to be emptied and liners replaced. Trash is to be removed from the building and placed in the dumpster located north of the shelter house. Can liners are located in the kitchen storage cabinet next to the sink
- F) Make sure all lights are off and all doors are securely locked before leaving

3.3 Open Air Educational Area

- A) Picnic table are to be cleaned off
- B) If picnic tables are moved they are to be returned to their proper location
- C) If using the grill it needs to be cleaned when your finished
- D) Make sure propane tank is turned off
- E) Rolling trash totes are not emptied by Bestway, please roll to the dumpster located north of the shelter house and dump in dumpster
- F) If a spill is made on the concrete please clean it up

Renter Signature \_\_\_\_\_

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CLEANING PROCEDURE AFTER THE USE OF BUILDING AND KITCHEN



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3.4 Kitchen

- A) All borrowed utensils, pans, dishes etc. should be washed dried and returned to their proper locations
- B) Wet rags and towels should be laid out to dry
- C) Stove tops are to be cleaned
- D) Any messes made inside of the ovens need to be cleaned
- E) Front of stoves should be cleaned and free of any food or grease residue
- F) Make sure all stove burners and ovens are off
- G) If hotdog machine is used it needs to be cleaned. Clean the rollers, drip pan and plastic cover both inside and out
- H) Microwave needs to be wiped down both inside and out
- I) Coffee pots including filter basket are to be cleaned
- J) Coffee maker must be unplugged
- K) All counter surfaces should be cleaned and disinfected
- L) Trash cans are to be emptied and liners replaced. Trash is to be removed from the building and placed in the dumpster located north of the shelter house. Can liners are located in the kitchen storage cabinet next to the sink
- M) Wipe down cooler doors and clean any messes made inside of cooler
- N) Make sure all water faucets are off
- O) Kitchen floor is to be wet mopped with a cleaner. Cleaner can be found in the cabinet next to the sink, Mop and mop bucket can be found in shower room located across from restrooms
- P) Make sure lights are off and doors locked when leaving

Renter Signature \_\_\_\_\_