

**ROXBURY FIRE DISTRICT
PO BOX 514 ROXBURY, NEW YORK 12474
PHONE: 607-326-7691 FAX: 607-326-3024**

LEASE AGREEMENT

The Following is the understanding of an agreement made this day between the Roxbury Fire District, Roxbury, NY 12474 (hereinafter referred to as the "Lessor") and

Name _____ Telephone _____

Town, State, Zip _____

(hereinafter referred to as the "lessee"):

That in consideration for the payment of \$ _____, the Lessor will furnish to the Lessee in the use of the Roxbury Fire Department Community Room, including the use of the kitchen and bathroom, located at the rear lower level of the Lessors premises on the ____ day of _____ 20____, from _____ to _____, for the purpose of _____.

In addition, there will be a \$ _____ cleaning and damage deposit, refundable upon inspection of premises after event.

The Lessee agrees to return the Room, Kitchen and Bathroom facilities to the Lessor in the same condition and state of repairs at the time the rental began.

The Lessee is responsible for:

- 1.) Safety and conduct of all guests on the premises.
- 2.) Responsible for any personal injuries or property damage during the time of:
 1. Actual time of rental as specified per paragraph above.
 2. Prior to the rental if Lessee decorates the hall or drops off food and/or supplies to be used by the Lessee.
 3. Subsequent to rental period if Lessee is cleaning the premises after rental.

The Lessee agrees to the following conditions/restrictions:

1. Lessee shall furnish own necessary dishes, cups, napkins, utensils, garbage bags and other supplies.
2. Lessee and guests are restricted from entering truck bay area, offices, handling any fire fighting, rescue or EMS equipment.
3. Lessee is prohibited from entering any areas not on the rear, ground level, including the upper level kitchen, bathrooms or fireman's room.
4. Lessee is not selling tickets to a fund raising affair.
5. No alcoholic beverages or drugs are to be used, sold, given away or consumed on premises.

6. Soda and/or other beverages should be served in plastic bottles, cups and/or can only. **NO GLASS!** Empty cans and plastic bottles shall be removed by Lessee.

7. Floors to be swept and/or washed after use. Bathrooms should be checked for cleanliness after use. Tables to be washed after use. Chairs should be checked for spills, stains and washed. Damaged or badly stained chairs kept separate for cleaning by Fire District.

8. All trash to be placed in receptacles in clear bags, tied and removed from premises after use. A dumpster is provided in the parking area for this use.

9. NO SMOKING IN THE BUILDING

10. Kitchen facilities are to be used for the purpose of serving and storage of prepared food. **THERE IS TO BE NO FOOD PREPARED ON PREMISES.** Stove is for warming only. Refrigerator is to be emptied of all food and wiped clean after use. All countertops to be wiped clean after use.

11. Decorations may be placed by using removable hooks supplied by Lessor or by using non marring tapes or twist ties on poles and walls. No tapes to be used on ceiling panels, no removing or "tucking" decorations in ceiling panels. No thumbtacks, pushpins, staples, nails or other objects to be used. Damage to walls, ceilings, floors or windows will result in loss of damage deposit or bill will be sent to Lessee to cover cost of damages.

The Lessee agrees to pay rental fee of \$_____ and a security deposit of \$_____ payable by check, money order or cash two(2) weeks prior to date of function. A non-refundable deposit of the full rental fee shall be required on the day of contract signing to preserve requested date. The security deposit shall be returned to Lessee after inspection and acceptance of the fire house condition by the rental officer in the form of a check within 10 business days. All checks should be made payable to the Roxbury Fire District.

LESSEE AGREES TO HOLD THE ROXBURY FIRE DISTRICT, THE ROXBURY FIRE DEPARTMENT AND THE TOWN OF ROXBURY HARMLESS FROM ANY CLAIMS OF PERSONAL INJURY OR PROPERTY DAMAGES AS THE RESULT OF THE USE OF THE LEASED PREMISES.

SIGNED _____ (Lessee) DATE _____

SIGNED _____ (Lessor) DATE _____

On behalf of Roxbury Fire District, Rental Officer: Lori Davie 326-4135

Please return this agreement in full and return one copy to the rental officer along with your non-refundable deposit.

This Agreement can be cancelled at any time by the Lessor in the advent of a public emergency, (such as fire, flood or other catastrophe).