



RENTAL CONTRACT

Please complete and sign this form and mail to PO BOX 1106 Shepherdstown, WV 25443

I/we, the undersigned, hereby make application to rent The Station at Shepherdstown, located at 100 Audrey Egle Drive, Shepherdstown, WV, under the terms and conditions herein:

(PLEASE PRINT)

Name of Applicant: _____

Date: _____

Mailing Address: Street/P.O. _____

City, State, Zip _____

Telephone: Home _____

Business _____

Other _____

Email: _____

Purpose of Rental: _____

Organization Name: _____

Telephone: _____

Date(s) of Use: _____

in Attendance: _____

Times: From _____ am/pm to _____ am/pm Total Hrs:* _____

(*Minimum two hours. Please be sure to include time to set-up & break-down/clean)

Will alcohol be served? Yes No

If YES, special permission from the Station at Shepherdstown will be required, as well as an additional Alcohol Deposit.

CHECK #1

Rental Rates: \$30/hr. x of hours _____ = \$ _____

For nonprofit organizations \$20/hr. x of hours _____ = \$ _____

Rental Fee: = \$ _____

Note: If actual use extends beyond projected use, user is responsible for sending a check for the additional time to the Station at Shepherdstown or leaving it with the **User Responsibility Checklist** in the **Drop Box**.

CHECK #2

Security Deposit: \$100 = \$ _____

Alcohol Deposit: \$150 = \$ _____

Total Deposit: = \$ _____



USER AGREEMENT

User is responsible for the following:

- Picking up and returning keys to the Public Library (304.876.2783) or the Visitors Center (304.876.2786).
- Use of tents not allowed without special permission. No holes in pavement outside the building allowed under any circumstances.
- Nothing fastened on or leaned against the walls, woodwork, windows or drapes.
- Smoking not allowed in building. If there are any smokers outside, proper receptacles MUST be used for cigarette butts. No cigarette butts are to be left on the premises. It is User's responsibility to enforce this.
- Kitchenette (located across from the men's room) available for use at no charge, but please note that sink can only be used for well-scraped dishes as the drain can not handle food particles. Any kitchenette accessories used must be left in the condition in which they were found.
- Alcoholic beverages allowed on premises only if special alcohol use permission has been obtained, and an additional security deposit is paid. It is the responsibility of the User to monitor alcohol consumption. No underage consumption of alcohol.
- Keeping noise and sound levels kept to minimum respecting the rights of neighbors. Music must be stopped by 11:00 pm.
- **Minimum rental is two hours.**
- Vacating building before midnight, having cleaned up as per User Responsibility Checklist.
- Performing items on Checklist on exit and placing completed, signed copy in the drop box at the Station.

In Making this application, I/we hereby understand that rental and use of The Station at Shepherdstown is subject to the restrictions and agreements set forth above. I/we agree to abide by such restrictions and agreements, and further agree to enforce such restrictions and agreements in the rental area during the rental period. If I/we fail to abide by any restrictions or agreements, I/we agree to be responsible to the management of The Station at Shepherdstown for any and all damages and costs that may incur as a result of such violation. I/we understand that any Security Deposit may be retained in part or in whole to cover any damages or for the failure of the renter to adequately clean the area used.

I/we further indemnify and save harmless the management of The Station at Shepherdstown, its officers, agents, and employees, from any and all liability for damages arising out of the rental, occupancy and use of the property herein rented under this application and agreement. I/we further release the management of The Station at Shepherdstown, its officers, agents, and employees, from any and all damages, causes of action, or other liability if any way relating to the rental use and occupancy of the property herein leased under this application and agreement. I/we certify that the indemnification and release herein made extends to claims which may be asserted by the applicant, or by any third party visiting the rented premises during the applicant's possession of the rental property. I/we further certify that I/we have been advised by the management of The Station at Shepherdstown to purchase liability insurance to protect myself/ourselves from any claim which may result from applicant's use of these premises.

I/we understand that, should I/we desire to cancel this reservation, the full rental fee will be returned only if the management of The Station at Shepherdstown is notified of such cancellation at least 30 days before the scheduled event. Half the rental fee will be returned if notified from 10 to 30 days before the event. The rental fee will be forfeited if the event is canceled less than 10 days prior to the scheduled event.

Applicant's Signature: _____ **Date:** _____



USER RESPONSIBILITY CHECKLIST

Please mail back two-page contract. Hold the Checklist until end of event.

THE SECURITY DEPOSIT WILL NOT BE RETURNED UNTIL THIS CHECKLIST IS COMPLETED AND REVIEWED BY STATION MANAGEMENT.

Please leave this in the Drop Box in the Station (located in the kitchenette).

Please respect our neighbors: Quiet by 11 pm; out by midnight.

It is the user's responsibility to leave the building in a clean condition with chairs & tables clean, folded & put away and all garbage deposited in containers behind building (directly behind dentist office).

All cleaning supplies & trash bags are in the cleaning closet (located across from the ladies' room). Please check off line items, sign form and deposit into **Drop Box** (located across from men's room).

User Check	User Responsibilities	Mgmt Check
<input type="checkbox"/>	All floors swept with push broom	<input type="checkbox"/>
<input type="checkbox"/>	All floors mopped with string mop using Murphy's & water	<input type="checkbox"/>
<input type="checkbox"/>	Bathroom (& all other) trash receptacles emptied/bags replaced	<input type="checkbox"/>
<input type="checkbox"/>	Refrigerator left empty and clean	<input type="checkbox"/>
<input type="checkbox"/>	Microwave left empty and clean	<input type="checkbox"/>
<input type="checkbox"/>	Kitchenette sink left clean	<input type="checkbox"/>
<input type="checkbox"/>	All garbage deposited in receptacles (in wooden enclosure behind building)	<input type="checkbox"/>
<input type="checkbox"/>	All recycling (cans, bottles, etc.) in recycling containers (behind the station)	<input type="checkbox"/>
<input type="checkbox"/>	All food & personal items removed from premises	<input type="checkbox"/>
<input type="checkbox"/>	Ensure that thermostat is set at 68° & fans left on	<input type="checkbox"/>

I confirm that these tasks have been completed: _____

Please ensure that doors are locked and keys returned.

The Board & Management of the Train Station welcomes any comments!
 We endeavor to make your rental experience an easy & satisfying one! 304-876-6045

Thank you for your patronage.