



THE STRATTON COMMUNITY CENTER

215 Washington Street, Shelbyville, KY 40065
502-633-1220

RESERVATION FORM AND RENTAL AGREEMENT

Reservations are accepted up to 6 months in advance at the office of **Shelby County Occupational Tax-Rusty Newton, 501 Main Street, Suite 15, Shelbyville, KY 40065**. To reserve your date, a signed rental agreement and full payment is due at the time of reservation. The Shelby County Fiscal Court accepts cash or check made payable to **Shelby County Fiscal Court**. Please make payment in the exact amount, our office does not have the ability to make change. The Building Key may be picked up one business day prior to reservation and returned the next business day after reservation. In addition to the cost of the rental, a **\$100 refundable key deposit is required at the time building key is picked up**.

CONTACT INFORMATION:

Renter: _____ Today's Date: _____

Mailing Address: _____

Contact Person: _____

Phone: _____ E-mail: _____

RESERVATION INFORMATION:

Date: _____ Approximate Number of Guests: _____

Time: *(include set up and clean up time)* from: _____ to: _____

Name or Type of Event: _____

Equipment Requested: _____

Please use the chart below to calculate rental cost. Rental hours must include time for set-up, event and clean-up. All activity must be completed and lights out by 11:00 p.m.

	Large Room	Small Room	Both Rooms
Hours 9:00 a.m. - 11:00 p.m.	\$100 per hour 3 hour minimum	\$75 per hour 3 hour minimum	\$175 per hour 3 hour minimum
Hours _____ to _____ = _____ Total hour(s)	_____ X \$100 Hour(s) = _____	_____ X \$75 Hour(s) = _____	_____ X \$175 Hour(s) = _____



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Office Hours: M-F 8:30 a. m.- 4:30 p.m.

RENTAL AGREEMENT

1. In case of cancellation, written notification must be received 30 days prior to the event to receive a full refund. Should a cancellation occur after this deadline, the rental fee will not be refunded.
2. The Rooms at the Stratton Center are set up in a banquet style table and chair configuration. If another configuration is desired, Renter must rearrange the room and return it to the original configuration after the event. (Time for these changes must be included in the rental agreement.)
3. Renters may not attach anything to the building walls, ceilings, furniture or appliances with tacks, staples, glue or any tape other than PAINTERS TAPE.
4. Any cables or electric cords that are stretched across the floor shall be taped down securely to avoid accidents.
5. The Renter will be billed for any damage or losses to the room(s) or Stratton Community Center property that may occur during the rental.
6. The Shelby County Fiscal Court is not responsible for any lost or stolen personal items.
7. Smoking and Alcoholic Beverages are prohibited in the Stratton Community Center.
8. Renter is responsible for leaving the room in the same condition as it was upon arrival. Renter must remove all leftover food and trash from building and place in the outdoor trash bin behind the building. Kitchen area, including sink and counters, and tables shall be wiped clean.

Renter agrees to hold the Shelby County Fiscal Court and its agents, employees and volunteers harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said renter or any and all members of the renter's party while in the Stratton Community Center. Renter agrees to fully reimburse the Shelby County Fiscal Court for any damage arising from the use of the property, and any costs and legal fees incurred in the collection of said reimbursement.

I, _____ the undersigned, have read and agree to the facility guidelines as set forth in this agreement.

Signature: _____ Date: _____

Form of Payment: _____