



THE STRATTON COMMUNITY CENTER
215 Washington Street, Shelbyville, Kentucky 40065
(502) 633-1220

RESERVATION FORM AND RENTAL AGREEMENT

Reservations are accepted up to 6 months in advance at the office of 501 Main Street, Shelbyville, Kentucky 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 money orders made payable to **SHELBY COUNTY FISCAL COURT**. Please pay the exact amount, our office does not have the ability to provide change. The Building Key may be picked up one business day prior to reservation and returned the next business day after the reservation. In addition to the rental cost, a 6% Sales and Use Tax is charged, and a \$100.00 refundable damage deposit is required at the time building reservation is made.

CONTACT INFORMATION:

RENTER: _____ Today's Date: _____

Mailing Address: _____

Contact Person: _____ Phone: _____ E-mail: _____

RESERVATION INFORMATION:

DATE: _____ APPROX. NUMBER OF GUESTS: _____

TIME: (THIS INCLUDES SET-UP AND CLEAN-UP) FROM: _____ TO: _____

TYPE OF EVENT: _____ 501 (c)3 Yes _____ No _____

FOR OFFICE USE ONLY

LARGE ROOM: \$50.00/HOUR; SMALL ROOM: \$25.00/HOUR; BOTH ROOMS: \$60.00/HOUR; MINIMUM 2 HOURS
6% SALES AND USAGE TAX APPLIES TO ALL RENTALS

Hours: Weekdays: 9:00 A.M.- 11:00 P.M. Weekends: 9:00 A.M.- 11:00 P.M.

Hours Requested: _____ to _____ = _____

Total Hour(s)

_____ x \$50.00= _____ Large Room (01-4731-01)

_____ x \$25.00= _____ Small Room (01-4731-01)

RENTAL FEE RECEIVED: DATE: _____ x \$60.00= _____ Both Rooms (01-4731-01)

CASH: _____ CASHIER CHECK: _____ x 6% = _____ Sales and Use Tax (01-4710)

= _____ Total

DEPOSIT RECEIVED: DATE _____ CASH _____ CASHIER CHECK # _____

Renter agrees that if the key is not returned the day after the event, room(s) are not cleaned and rearranged to condition prior to the event, the key deposit will be kept and cashed to pay for these services. Keys are required to be returned the next business day Monday through Friday 8 a.m. – 4:00 p.m. after an event.

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, and the damage deposit will be cashed.
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 set-up and clean-up.)
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. Signage outside of the Stratton Center is permitted ONLY on the date the renter has reserved. The renter is responsible for putting up and taking down any signs pertaining to their event. Any signs left on property after the renter's reserved date will be removed.
5. NO GLITTER OF ANY KIND IS PERMITTED IN ANY OF THE ROOMS.
6. Any cables or electric cords that are stretched across the floor shall be taped down securely to avoid accidents.
7. The Renter will be billed for any damage or loss to the room(s) or Stratton Community Center property that may occur during the rental. The Stratton Community Center is not responsible for any accidents that may occur during the rental of the property.
8. Smoking, Vaping or the consumption of Alcoholic Beverages ARE NOT permitted on the Stratton Community Center property.
9. The Renter is responsible for leaving the room in the same condition as it was upon arrival. Renters must remove all leftover food and trash from the building and place it in the outdoor trash bin behind the building. The kitchen area, including sink and counters, and tables shall be wiped clean. If chairs are soiled, they shall be wiped clean as well. The Stratton Key is to be returned within 24 hours after the event. If any of the above conditions are not met the damage deposit will be cashed and not returned.

Renter agrees to hold the Shelby County Fiscal Court and its agents, employees, and volunteers harmless from 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 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 damages 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: _____

General Information and Policies

- The Stratton Community Center is a one-story building with (2) meeting rooms made available for use by the Shelby County Fiscal Court. The two rooms are completely private, divided by a spacious lobby complete with separate men's/women's restroom facilities. Each room is fully carpeted, has its own kitchen, wireless internet, and equipped with heating/air conditioning.
- The rental office for the Stratton Community Center is located at 501 Main Street, Shelbyville, Kentucky 40065, (502) 633-1220. Reservation inquiries can be made by telephone or in person by appointment M-F 8:30 a.m. to 4:00 p.m. Reservations are secured once the rental agreement, rental fee and damage deposit are received.
- Rooms are available for meetings, workshops, classes, press conferences, readings, and business or private receptions.
- **NO SMOKING, VAPING OR ALCOHOL CONSUMPTION PERMITTED ON STRATTON COMMUNITY CENTER PROPERTY.**
- Room rental is subject to availability. Shelby County Fiscal Court Boards, Commissions and County events have priority. The Fiscal Court reserves the right to decline rental for any event for any reason.
- **Individuals, groups, non-profit/501c3, political parties (Democrat, Republican or Independent) may reserve the Stratton Community Center rooms a maximum of once per month. If additional days are requested by a non-profit/501c3 organization, the rental fee will be collected.**
- Rental hours must include set-up and clean-up.
- Renter(s) may collect the building key one (1) business day prior to reservations. Return of the key is due the next business day after the event has been concluded.

SIZE/CAPACITY:

Large Room:

2,400 square feet; Seats 100 with tables, 150 without tables.
Full Kitchen, 280 square feet.

Small Room:

754 square feet, Seats 35 with tables, 35 without tables.
Full Kitchen, 204 square feet.

EQUIPMENT AVAILABLE:

Tables, chairs, and podium available at no extra charge
Nine (9) 60" White Round Banquet Tables
Fourteen (14) 96" White Rectangular Banquet Tables
Two hundred thirty (230) Padded Black Chairs

KITCHEN:

Renters may use the refrigerator, sink and stove in the kitchen area for no additional charge. The kitchen is intended to be used for serving and reheating only, not for any substantial cooking or catering. Renters must bring their own kitchen supplies, cleaning supplies, and paper goods. Trash bags *are* provided. Toilet paper is *not* provided. Trash and recycling must be taken outside to the dumpster by the renter at the end of the rental period.

PARKING:

The Stratton Center lot contains 20 parking spaces, some of which may be used by staff and visitors during the regular business hours (M-F, 8:00 a.m. – 4:30 p.m.). Additional parking is available along Washington Street.

EVENT CANCELLATION:

The Shelby County Fiscal Court reserves the right to cancel and or reschedule any planned event due to the Stratton Community facility or property difficulties such as interruption of utility services, inclement weather, or catastrophic occurrence that may jeopardize the safety and wellbeing of the Shelby County Community.

PROPERTY DAMAGE:

The Shelby County Fiscal Court must be protected from damage, mistreatment, and loss; and ordinary standards of cleanliness must be maintained. In cases where property has been damaged or abused beyond normal wear, the cost of repairing or replacing the property shall be paid by the respective user or organization within two weeks after the activity/event. This includes replacement costs for stolen or lost property. The amount for the damaged/lost property will be deducted from the deposit. A rental group will be charged an additional amount that runs over their initial deposit if it does not cover all damages.