



**CITY OF JEFFERSONTOWN  
TWAY HOUSE  
10235 Timberwood Circle  
Jeffersontown, KY 40223**

**RENTAL AGREEMENT**

This Agreement entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the City of Jeffersontown, Kentucky, hereinafter called “Owner” and \_\_\_\_\_ hereinafter called the “Renter”.

WITNESSETH: That the Owner hereby rents to the Renter the following for the period of (date) \_\_\_\_\_ (8:00 a.m. to 12:00 a.m. midnight EST).

DESCRIPTION	FEE	RESERVED
Damage Deposit (Refundable)	\$300.00	
First and Second Floors	\$750.00	
Table and Chair Setup	\$100.00	
Business Meeting (Including clean up) (see #5)	\$125.00/hour	
TOTAL CHARGES:		
AMOUNT RECEIVED:		
BALANCE DUE:		

**BALANCE IS DUE 30 DAYS PRIOR TO RENTAL DATE**

1. The Renter is responsible for removing all items before 12:00 a.m. (midnight). Personal property (food, drink, equipment, decorations, etc.) brought into the building by the Renter may not be left there after the rental period. The Renter is required to remove personal property at the termination of the rental period. The Owner will not be responsible for any items left after that period.
2. The Renter is responsible for the setup of the room and of the tables and chairs unless noted above for a \$100.00 fee. All decorations must be free standing. Decorations are not allowed to be glued, taped or nailed on the walls or ceiling. NO GLITTER. Owner decor, including furniture, pictures and accessories, are not to be removed from existing rooms.
3. The clean up of the premises is done by the Owner and is included in the rental fee. However, all garbage is to be put in the dumpster at the rear of the building. PLEASE, do not set any garbage outside the kitchen door. A \$100.00 fee will be charged for any garbage left in the building or outside any of the doors.

\*\*SHOULD RENTAL AMOUNT BE WAIVED (DONATED USAGE), THE USER SHALL BE RESPONSIBLE FOR A CLEAN UP FEE OF \$150.00. \*\* NO EXCEPTIONS\*\*

4. A \$300.00 damage deposit is required, in addition to the rental fee and is refundable following the rental; provided the premise is returned to its prior condition and there are no damages or missing items. However, if items are left past the rental period, fifty dollars (\$50.00) a day will be deducted from the damage deposit until such items are removed. Fifty dollars (\$50.00) a day will also be deducted from the damage deposit if Tway House keys are not returned to Jeffersontown City Hall, 10416 Watterson Trail, Jeffersontown, Kentucky 40299 within forty-eight (48) hours of rental period termination.

5. First Floor available for business meetings Monday through Friday, 9:00 am-4:00 pm. Rate includes clean up fee. Damage deposit required.

6. DEPOSIT IS NOT REFUNDABLE IF CANCELLED WITHIN NINETY (90) DAYS OF RENTAL DATE.

7. It is expressly understood that the premise is to be used for the following purpose and not otherwise:

8. The Renter, after termination of this agreement, will surrender possession of the premises in the same condition as on the date set forth above and if the premises shall be damaged by the action or negligence of the Renter, Renter's agents, employees, patrons or guests, the Renter will pay the Owner on demand such sums as shall be necessary to restore said premise to their prior conditions and compensate the Owner for all such damages. The Renter shall be required to leave the premises in the general state of cleanliness both within and outside the building.

9. The Renter, in the uses of said premises, will conform to all reasonable rules and regulations as may be prescribed by the Owner for the particular rental period and will comply with the City of Jeffersontown Ordinances and the Laws of the Commonwealth of Kentucky and of the United States.

10. The Renter is responsible for maintaining law and order both within and outside the building at all times.

11. The Renter agrees to hold harmless the Owner and its agents from and against any and all claims, suits, actions, damages and /or causes of action arising during the term of this Agreement, for any personal injury, loss of life, property and/or damage to property sustained in or about the said premises and from and against all cost, expenses and liability incurred in and about any such claims the investigation therefore or the defense of any action or process brought thereon and from and against any order and/or judgments that may be entered therein.

12. Renter agrees to follow all rules set forth for crowd size for the room rented at said City of Jeffersontown facility.

\_\_\_\_\_  
Renter

Agreed to and accepted this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By (Renter): \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: Days: \_\_\_\_\_ Nights: \_\_\_\_\_ E-mail: \_\_\_\_\_

CITY OF JEFFERSONTOWN (OWNER)

By \_\_\_\_\_  
(502) 267-8333

Emergency Name & Number: Debbie Hendrick - (502) 298-2954

Please mail completed Rental Agreement and check payable to:

City of Jeffersontown  
10416 Watterson Trail  
Jeffersontown, Kentucky 40299  
Attention: Tway House Rental