

the **College Town House**

RENTAL CONTRACT Updated: 02.06.25

RENTAL FEES: **\$100** Half Day – 6hrs (Monday-Thursday Only)
 \$150 Full Day (Friday-Sunday)

RENTAL HOURS: 10AM – 10PM

RENTAL WAIVER:

- The renter must be at least 21 years old (*not applicable to DU Students*) to reserve facility
- The renter may not rent facility to promote, advertise, or lead to the sale of a product or service.
- The renter agrees to comply with all CTH rules and regulations while using the facility and grounds
- The renter shall be present at the facility during use and is solely responsible for the conduct of all guests and any damages to the building, furniture, fixtures or other property arising or resulting from the use of the facility
- The renter may not enter building before 10AM and must leave building no later than 10PM
- The renter must leave house as they found it upon entering

ALCOHOL WAIVER:

- The sale of alcoholic beverages are prohibited
- Persons using facility are responsible for complying with all state and local regulations
- The renter agrees to abide by all laws and regulation of the State of Ohio concerning the sale, distribution, use and consumption of alcohol beverages, and to hold College Town House harmless for any civil or criminal liability arising from any violation of said laws or regulation on the premise
- The renter shall be responsible for ensuring that alcoholic beverages are not served to minors
- Alcohol use is prohibited outside of the College Town House

OUTSIDE GUIDELINES:

- Event Tents CAN ONLY BE ERECTED ON WEST SIDE YARD (due to Gas Lines in front yard)

INSIDE GUIDELINES:

- No hanging of decorations on walls or removal of mirrors or pictures from walls
- No tape, tacks, nails or command strips used on walls/furniture
- No smoking
- Tables, Chairs & Furniture should be returned as found
- Table Linens are not provided
- Cleaning products provided under kitchen sink and vacuum (found next to refrigerator) if needed

KITCHEN GUIDELINES:

- There is no garbage disposal
- Dishes, silverware and appliances available for use in kitchen
 - Hand wash, dry and place in cabinets any dishes/silverware used or dishwasher, must start before leaving
 - DO NOT LEAVE DIRTY DISHES IN KITCHEN SINK
- Refrigerator must be cleaned out after use

CHECK-OUT PROCEDURE:

- Empty all trash cans and take out to trash bins outside the kitchen door
- Turn off lights (except parlor light on timer)
- Must lock all doors upon leaving
- Renter agrees to report spills or damage to thecollegetownhouse@yahoo.com

REFUND POLICY: Rental fee will be fully refunded if cancellation is made 14 days prior to the reservation date.

PROBLEMS: Call Judy McCallen, 740.403.4493 or Lara Benschoter, 740.877.4111