



HALL OCCUPANCY RULES

- ✚ Make sure all restrooms are clean. Clean and flush commodes. Empty garbage cans and replace liners.
- ✚ Sweep and mop floors.
- ✚ Empty both large garbage cans and replace can liners (30 gal bags). Place trash collected in Waste Management trash receptacle outside.
- ✚ Rack and return chairs, tables, other equipment to their original locations. Leave the hall as it was when you entered.
- ✚ Monitor the entire grounds by picking up all cans, bottles, paper, cigarette butts and all other refuse on property.
- ✚ Promptly report any items damaged during the occupancy period to a City Commissioner, City Clerk or Mayor PRIOR to your departure.
- ✚ You must provide your own garbage bags (2) 30-gallon bags & (2) small bathroom garbage bags, paper towels and all other cleaning supplies.
- ✚ **These items are NOT provided by the City.**

X _____
Signature of Acknowledgement Occupancy Rules Above Were Read.

X _____
City Official's Signature

- Contact for Key Holder is:
- **Robert Denner - 502-957-5606 (home)**
- City Clerk, Micheale McCauley -502-438-0076 (only if Robert is unavailable)

*****\$35.00 Cash Fee for Opening/Closing of building*****

Thank You,

City of Hebron Estates

Jerry Clark, Mayor

Micheale McCauley, City Clerk / Treasurer

Office Phone & Fax: 502-957-3106

Website: www.cityofhebronstates.org

CITY OF HEBRON ESTATES OCCUPANCY AGREEMENT

This AGREEMENT made this _____ day of _____, 20____, between the CITY OF HEBRON ESTATES, a Kentucky Municipal Corporation, 3407 Burkland Blvd., Shepherdsville, Kentucky 40165, hereafter known as OWNER, and

_____, _____,
Name Street

_____, _____, _____, _____,
City State Zip Code Phone #

hereafter known as OCCUPANT, whereas OWNER agrees to allow occupancy to OCCUPANT, the real estate known as the Hebron Estates Community Building, located at 3407 Burkland Blvd., Shepherdsville, Kentucky 40165, together with appurtenances, fixtures and furnishings (excluding the offices and basement), subject to the following terms and conditions:

This Agreement authorizes OCCUPANT to the possession and occupancy of said facilities for a period of _____ hours, beginning at _____ AM/PM on _____, 20____, and ending at _____ AM/PM, on _____, 20____.

This Agreement is not assignable and occupancy of the described premises is expressly controlled by the OCCUPANT for the purpose of _____.
Type of Function

OCCUPANT shall hold OWNER, its Agents, City Officials and Employees, harmless from any liability whatsoever arising out of the management and occupancy of the property herein described.

OCCUPANT hereby states that he/she has inspected the premises, and has been notified of any and all hazardous conditions thereon, and agrees to accept full responsibility for any and all injuries or damage to persons and/or property as a result of those conditions.

OCCUPANT agrees that he/she will acquire a policy of insurance to fully cover the activity of individuals and the general public during the term of his/her occupancy, and further agrees to furnish a copy of said insurance to the OWNER prior to taking possession of said

premises. It is further agreed that failure to produce a certificate of insurance will preclude OCCUPANT'S right to possession of said premises.

OCCUPANT shall not conduct or permit to be conducted on said premises any activities which are contrary to or in violation of the laws of the United States of America, the State of Kentucky, or the Ordinances of Bullitt County and/or the City of Hebron Estates, nor shall the OCCUPANT store, sell, consume or permit to be stored, sold or consumed, any alcoholic beverages, malt liquors, vinous liquors, any nonprescription narcotic drugs, or smoking materials.

OCCUPANT shall not use any type portable grill (electric, gas, charcoal, wood etc.) either inside the building and/or outside the building on City property during the term of this Occupancy Agreement.

OCCUPANT further agrees that in the use and/or occupancy of said premises, OCCUPANT will comply with the provisions of the building codes and/or ordinances of Bullitt County and/or the City of Hebron Estates, and the laws of the State of Kentucky pertaining to such use and/or occupancy.

OCCUPANT hereby agrees that he/she will not damage or destroy the premise, or any part thereof, but in case of unavoidable damage, OCCUPANT shall immediately restore premises to its original condition at his/her sole expense.

OCCUPANT shall not be required to pay rent for the initial term of this agreement, but a security/cleanup deposit in the amount of Three Hundred Dollars (\$300.00) is due not later than ten (10) days prior to date of function.

OCCUPANT shall pay at the time the security deposit is paid a non-refundable fee of Thirty Five Dollars (\$35.00) for opening and closing of the building by a third party, and to coordinate any change in the occupancy times set forth herein. This fee shall apply for occupancy occurring after January 1, 2009, and thereafter. Failure of occupant to be present to begin occupancy at the time set forth herein, or to be present and/or prepared to relinquish occupancy at the termination time set forth herein shall result in an additional charge of \$35.00,

which will be deducted from the security deposit before it is returned to occupant. This fee shall be payable to the third party who is responsible for the opening and closing of the building.

OCCUPANT shall complete cleanup of the premises and remove all items which were brought onto the premises by the end of the rental period specified herein. Any items left upon the premises after this period shall be removed by a cleaning service contracted by the OWNER for that purpose and this cost shall be deducted from the security/cleanup deposit.

OCCUPANT shall return all tables, chairs and other items of personal property belonging to the OWNER to the location specified on the floor plan attached to this Occupancy Agreement. Failure to do so will result in a charge being assessed against the security deposit for the actual cost incurred by the OWNER for a contractor retained by OWNER to relocate these items.

OWNER shall refund any unapplied security/cleanup deposit to OCCUPANT when premises are cleaned by OCCUPANT to the satisfaction of a City Official or designated agent and all items brought onto the real estate by the OCCUPANT are removed, and the personal property is returned to its original location.

OCCUPANT hereby agrees that in the event he/she has not surrendered the premises in proper order at date and time aforementioned, he/she shall be subject to a holdover charge of Fifty Dollars (\$50.00) per hour, which shall be deducted from the security/cleanup deposit before any balance is refunded.

VIOLATION of any of the terms contained herein shall constitute grounds upon which the OWNER may take immediate possession of the premises.

OCCUPANT acknowledges receipt of a copy of the CITY OF HEBRON ESTATES OCCUPANCY RULES and agrees to abide by said Rules in full.

OWNER reserves the right to refuse use of the premises without written notice to any individual, group, company, or organization, however, OWNER shall not discriminate, or consider race, sex, age, creed, or national origin of any person or group in the determination to allow occupancy of the premises described herein.

OCCUPANT acknowledges that he/she has completed a walk thru inspection with a City designated agent and has accepted the building in the condition established on the inspection check in sheet. OCCUPANT understands that he/she must be available to complete the inspection check out sheet at the end of the scheduled use.

The building located on the within described premises is a NON-SMOKING facility. OCCUPANT shall not permit smoking inside said facility.

OCCUPANT shall not permit animals of any species, except service animals, inside the building during the term of their occupancy. Failure to abide by this provision shall result in forfeiture of the security deposit set forth hereinbefore.

OCCUPANT shall not remove the flags from their current location, nor shall any item which is hanging on the walls be removed.

In the event that OCCUPANT'S security deposit check and/or check for the opening/closing fee are refused and/or returned for any reason, the OCCUPANT shall immediately, after notice, pay those sums plus all returned check charges in full in cash and/or money order. If not paid within forty eight (48) hours of notice the scheduled usage of the building shall be cancelled.

IN WITNESS WHEREOF, THE CITY OF HEBRON ESTATES, OWNER, and _____, OCCUPANT, have executed this Agreement as of the _____ day of _____, 20_____.

OCCUPANT

CITY OF HEBRON ESTATES, OWNER

By: _____

All checks shall be made payable to the CITY OF HEBRON ESTATES,
3407 Burkland Blvd., Shepherdsville, Kentucky 40165.