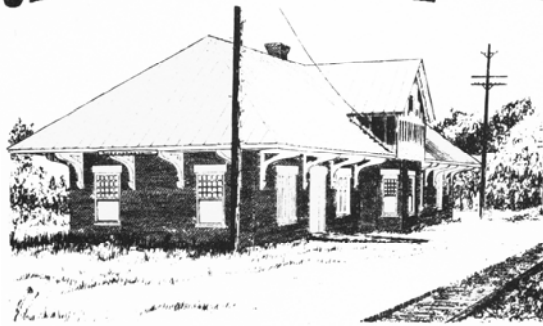


# The Station at Shepherdstown



## Rental Application and Agreement

I/we, the undersigned, hereby make application to rent The Station at Shepherdstown, located at the junction of Egle Drive and East German Street, under the terms and conditions herein.

Name of Applicant (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ e-mail: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Number of Persons in attendance: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_ (include time for setup and tear down/cleaning) Total house of use: \_\_\_\_\_

Will alcohol be served: Yes \_\_\_\_\_ No \_\_\_\_\_

*Note: special permission from the Station at Shepherdstown is required for alcohol use. Additional deposit of \$150 is required.*

Will you serve foods out of the kitchen, wash dishes in the kitchen, use stove, etc.?

Yes \_\_\_\_\_ No \_\_\_\_\_

*Note: Use of the kitchen requires an additional \$100*

**Rental Rates:** \$30/hour; \$20/hour for non-profit organizations; \$100 for kitchen use. **Security Deposit:** \$100; additional \$150 for alcohol.

Security Deposit: \$ \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ \*

Alcohol Deposit: \$ \_\_\_\_\_

Kitchen Fee: \$ \_\_\_\_\_

**Total Deposit:** \$ \_\_\_\_\_ (one check for the deposit)

**Total Rental:** \$ \_\_\_\_\_ (second check for rental)

\* if actual use extends beyond projected use, user is responsible for sending a check for the additional time to the Station's Post Office Box or leaving it in the drop box at the Station.

**Note: Please return two checks -- one for security/alcohol deposit, one for rental/kitchen fee**

Return one copy of the application along with separate checks for rental and deposit payable and mailed to **The Station at Shepherdstown**, PO Box 1106, Shepherdstown, WV 25443.

Your reservation will be confirmed within 7-10 days of receipt of signed agreement, rental, and security fees. The security deposit will be returned after satisfactory completion of the items on the user checklist (attached) at the time of exit of the building and return of signed copy of the checklist to the Station. User is responsible for enforcing the alcohol and no smoking policies. Failure to do so may result in forfeiture of deposit.

**Questions should be directed to the Manager at 304-876-6450.**

## User Agreement

### User is responsible for the following:

- Pick up and return keys to the Public Library (876-2783 for hours) or the Visitors Center.
- Use of tents not allowed without special permission. No holes in pavement outside the building allowed under any circumstances.
- Nothing fastened on or leaned against the walls, woodwork, windows or drapes, except for the use of picture moldings.
- Smoking not allowed in the building.
- If there are smokers outside, proper receptacles **MUST** be used for cigarette butts. No cigarette butts are to be left on the premises.
- Alcoholic beverages allowed on premises only if special alcohol use permission has been obtained, and an additional security deposit is paid.
- Noise and sound levels kept to a minimum respecting the rights of neighbors. Music must be stopped by 11 p.m.
- Minimum rental is two hours.
- Vacate building before midnight, having cleaned up as per the attached checklist.
- Perform items on user checklist on exit and place signed copy in the drop box at the Station.

In Making this application, I/we hereby understand that rental and use of The Station at Shepherdstown is subject to the restrictions and agreements set forth above. I/we agree to abide by such restrictions and agreements, and further agree to enforce such restrictions and agreements in the rental area during the rental period. If I/we fail to abide by any restrictions or agreements, I/we agree to be responsible to the management of The Station at Shepherdstown for any and all damages and costs that may incur as a result of such violation. I/we understand that any Security Deposit may be retained in part or in whole to cover any damages or for the failure of the renter to adequately clean the area used.

I/we further indemnify and save harmless the management of The Station at Shepherdstown, its officers, agents, and employees, from any and all liability for damages arising out of the rental, occupancy and use of the property herein rented under this application and agreement. I/we further release the management of The Station at Shepherdstown, its officers, agents, and employees, from any and all damages, causes of action, or other liability if any way relating to the rental use and occupancy of the property herein leased under this application and agreement. I/we certify that the indemnification and release herein made extends to claims which may be asserted by the applicant, or by any third party visiting the rented premises during the applicant's possession of the rental property. I/we further certify that I/we have been advised by the management of The Station at Shepherdstown to purchase **liability insurance** to protect myself/ourselves from any claim which may result from applicant's use of these premises.

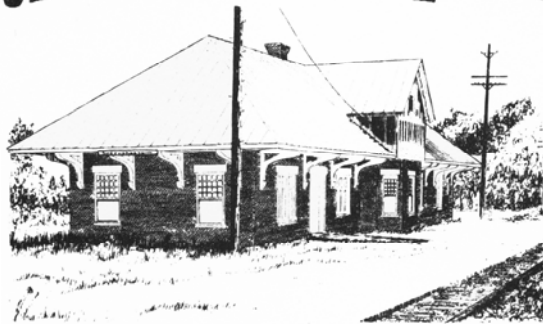
I/we understand that, should I/we desire to cancel this reservation, the full rental fee will be returned only if the management of The Station at Shepherdstown is notified of such cancellation at least 30 days before the scheduled event. Half the rental fee will be returned if notified from 10 to 30 days before the event. The rental fee will be forfeited if the event is cancelled less than 10 days prior to the scheduled event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**Questions should be directed to the Manager at 304-876-6450.**

# The Station at Shepherdstown



## User Rules and Restrictions

**Please respect our neighbors: quiet by 11 pm; out by 12 midnight.**

It is the user's responsibility to leave the building in a clean condition with chairs and tables folded and put away and all garbage deposited in containers behind building.

The cleaning closet is located across from the ladies room and is opened with the front door key.

The user's security deposit will not be returned until this checklist is returned to the Manager of the Station at Shepherdstown.

- Pick up and return keys to the Public Library (876-2783 for hours) or the Visitors Center.
- Use of tents not allowed without special permission. No holes in pavement outside the building allowed under any circumstances.
- Nothing fastened on or leaned against the walls, woodwork, windows or drapes, except for the use of picture moldings.
- Smoking not allowed in the building.
- If there are smokers outside, proper receptacles **MUST** be used for cigarette butts. No cigarette butts are to be left on the premises.
- Alcoholic beverages allowed on premises only if special alcohol use permission has been obtained, and an additional security deposit is paid.
- Noise and sound levels kept to a minimum respecting the rights of neighbors. Music must be stopped by 11 p.m.
- Minimum rental is two hours.
- Vacate building before midnight, having cleaned up as per the attached checklist.
- Perform items on user checklist on exit and place signed copy in the drop box at the Station.

## User Responsibility Checklist

User's check

Mgmt. check

_____	Floors swept with push broom (in cleaning closet)	_____
_____	Floors mopped with string mop using only vinegar and water (in cleaning closet)	_____
_____	Bathrooms cleaned (trash receptacles emptied and floors swept)	_____
_____	All food removed from premises	_____
_____	All garbage deposited in wooden enclosure behind building	_____
_____	All doors locked	_____
_____	Keys returned to Public Library and/or Visitors Center	_____

\_\_\_\_\_  
User's Initials

\_\_\_\_\_  
Mgr's Initials

Please check off, initial, and deposit this form in the drop box after the event in order for the security deposit to be refunded.

The Board and Management of The Station would appreciate being informed if any deficiencies or problems arise during the use of the facility. We are anxious to make your rental as easy and satisfying as possible, and want to hear if you have any problems. **Call 304.876.6450.**

**Thank you for your patronage.**