

Name

Dear,

Thank you for your interest in renting the Manley-Bohlayer Farm. Attached please find the forms necessary to facilitate your reservation.

Please return the **Rental Agreement, Security Deposit, Hold Harmless Agreement, and Certificate of Insurance or Insurance Request Form(s)** as soon as possible. You will need to retain the rental agreement and clean-up procedure forms for reference during the use of the facility.

To complete your reservation please return all necessary forms, as stated above, with the security deposit. The security deposit is over and above the cost of the rental charge. Your security deposit will be returned to you after we complete inspection of the premise the day following your rental date.

If you need to cancel your reservation, please notify us as soon as possible. Unfortunately, your security deposit will not be returned if notification of cancellation is not received five (5) days prior to your scheduled reservation date.

We will be in contact with you two (2) weeks prior to your rental date to verify times and admittance to the buildings. You will need to remit full payment for your rental, at that time.

Once again, thank you for using this wonderful location for your memorable event. Should you have any additional questions or concerns, do not hesitate to contact me at (570)673-5500.

Sincerely,

Rekindle The Spirit, Inc.

Jodi Wesneski
Secretary

Approved by: _____

Date: _____

Facilities, Grounds &/or Equipment Application Form
The following rental application is applicable of
properties owned/leased by Rekindle The Spirit, Inc.

Name & Address: _____

Phone: (H) _____ (W) _____
E-Mail: _____ Fax: _____

Organization: _____

Date of Use: _____ Times: _____

Activity: _____

People Attending: _____ Alcohol being served: (Y) _____ (N) _____

Facilities Needed: House & Back Yard: 40 & Under (\$ 75.00) _____ 41+ (\$ 175.00) _____
Back Yard Only: 40 & Under (\$ 50.00) _____ 41+ (\$ 125.00) _____
Metal Barn/Field: 40 & Under (\$ 100.00) _____ 41+ (\$ 150.00) _____

Name of Caterer: _____ Phone: _____

Name of Rental Co.: _____ Phone: _____

Name of DJ/Band: _____ Phone: _____

Remarks: _____

I agree to abide with all terms and conditions as stated on this form, outlined in the rental agreement, explained in the clean-up procedure forms and any and all other conditions which may be contingent for approval of this request.

Signature: _____ Date: _____

- Enclosures:**
- (√) ___ **Completed & signed application**
 - (√) ___ **Security deposit in amount of \$75 (Payable to RTS, Inc.)**
 - (√) ___ **Certificate of Insurance or Coverage Request Form**
(Name Rekindle The Spirit, Inc. as certificate holder)
 - (√) ___ **Signed Hold Harmless Agreement**

Hold Harmless Agreement

The following hold harmless agreement is applicable of properties owned/lease by Rekindle The Spirit, Inc.

HOLD HARMLESS AGREEMENT

I/We, _____, hereby release REKINDLE THE SPIRIT, INC., TOGETHER WITH IT'S BOARD OF DIRECTORS, THEIR VOLUNTEERS, CANTON TOWNSHIP, AND JEFF & ANGIE SECHRIST from any responsibility should injury, loss due to theft or damage due to alcohol, water, fire, wind or otherwise, occur on the grounds of the Manley-Bohlayer Farm that we have rented for our own personal use.

I/We understand that Rekindle The Spirit, Inc. shall not be liable for any damage done by my guests attending our affair or by me.

I/We understand that our property is placed on the ground at our own risk.

Signed _____

Date _____

Rental Agreement

The following rental agreement is applicable of properties owned/or leased by Rekindle The Spirit, Inc.

- Any approval for use/rental of facilities, grounds, &/or equipment is non-transferable to another party.
- Rekindle The Spirit, Inc. reserves the sole right to establish costs for the use of its facilities, grounds, &/or equipment.
- Any charges for the use of facilities, grounds, &/or equipment must be paid in advance.
- All users are responsible for the total cost of any damage or loss to the facilities, grounds, &/or equipment incurred as a result of use.
- All users are responsible for clean up, as per its original condition.
- Users must provide a certificate of insurance naming Rekindle The Spirit, Inc. or purchase the insurance rider through Rekindle The Spirit, Inc. prior to the use of the facility.
- All users agree to “Hold Harmless” Rekindle The Spirit, Inc.’s Board of Directors and/or volunteers for any and all liability resulting from the use of facilities, grounds, &/or equipment.
- All illegal substances are prohibited for use in any and all facilities and grounds.
- There is NO SMOKING allowed inside any of the buildings.
- The control and use of alcohol is totally the responsibility of the user.
- Rekindle The Spirit, Inc. reserves the right to cancel the use of facilities, grounds, &/or equipment if the use of controlled substances, &/or illegal activities is discovered.
- Rekindle The Spirit, Inc. retains the right to deny the use of the property, grounds, &/or equipment.
- All users agree to abide fully with any and all other conditions imposed by Rekindle The Spirit, Inc.

Clean-Up Procedures/Guidelines

The following procedures/guidelines is applicable of properties owned/or leased by Rekindle The Spirit, Inc.

- ALL garbage is to be picked up from the grounds and put in the dumpster provided by Rekindle The Spirit, Inc. The dumpster lid (if available) must be shut.
- ALL garbage from the house &/or buildings used is to be bagged and placed in the dumpster provided by Rekindle The Spirit, Inc. The dumpster lid (if available) must be shut.
- Ensure the stove(s) and oven(s) are turned off.
- Shut all windows and lock all doors.
- Place all equipment back to the original position in which it was removed.
- The heat/thermostat should not be tampered with. We will strive to have a comfortable temperature set for the time of the year, as applicable.
- Ensure the toilet and sinks are not dripping &/or running and all water faucets are shut off.
- Wipe off all surfaces that may have been used, i.e. picnic tables, folding tables, chairs, counter tops, etc.
- Turn off all lights and fans, etc.
- Ensure the inside door of the garage is locked.
- Place key in the designated drop off box.
- Lock all doors when exiting.
- All gates to the field area should be closed &/or locked.
- You have been giving the use of the following and are responsible for the following:
 - (8) Six foot tables- seats 8 folding chairs (light weight)
 - (1) Five foot table
 - (1) Four foot table
 - (1) 8 X 2 foot buffet table
 - (1) Six foot round table- seats 6
 - (10) Picnic tables w/ attached benches
 - (2) 4 X 8 foot plywood sawhorse tables
 - (56) Folding chairs

Facility Usage Evaluation Form

Rekindle The Spirit, Inc.

PO Box 243

Canton, PA 17724

(570) 673-5500

Type of usage: Event Program
 Party Meeting

Areas used: House Back yard
 Metal Building Field

Condition of facility on arrival: Good Fair Poor
Cleanliness of facility on arrival: Good Fair Poor

Did you request special preparations of the facility for your gathering: Yes No
Were they prepared to your satisfaction: Yes No
If no, please explain: _____

Was the ease of using this facility adequate: Yes No
If no, please explain: _____

Did you find it easy to obtain the information on facility rental: Yes No
If no, please explain: _____

Was the equipment provided in good working order and adequate for usage: Yes No
If no, please explain: _____

Would you use this facility again: Yes No
If no, please explain: _____

Would you recommend this facility to someone else: Yes No
If no, please explain: _____

Additional Comments: _____

Insurance Requisition Form

The following requisition form is applicable of properties owned/rented by Rekindle The Spirit, Inc.

Name of person or organization renting facility: _____

Address: _____

Phone: _____

Date(s) of gathering/event: _____

Type of gathering/event: _____

Estimated attendance: _____

Will alcohol be served: ____Y ____N Entertainment (type): _____

Do you have a current liability policy: ____Homeowners ____Renters ____Commercial

Have you ever been canceled or refused for homeowners, renters, or commercial liability coverage: ____Y ____N If "yes", explain: _____

Have you had any liability claims or judgments against you in the past three (3) years: ____Y ____N If "yes", explain: _____

I/We attest that the information disclosed is true and correct. It is understood & agreed that no insurance is in effect until the company, in writing to Rekindle The Spirit, Inc, accepts this information. It is also understood coverage is provided for the date(s) of the above gathering/event.

Signature: _____

Date: _____

Please attach a check payable to "REKINDLE THE SPIRIT, INC.", in the amount of \$105.00 for this coverage. This liability coverage will extend for only the names listed in the rental contract & for the indicated date of rental.

****Before purchasing this coverage you may want to inquire about coverage through an insurance agent. Coverage may be extended from your homeowner or renters insurance policies. A Certificate of Insurance is required naming Rekindle the Spirit, Inc. as certificate holder.**