

The Hope Center Building Use Guidelines

General Guidelines

- Sara's Garden reserves the right to determine what activities may and may not take place on Sara's Garden property.
- Sara's Garden reserves the right not to rent to parties who have previously failed to comply with Sara's Garden's guidelines or terms of lease.
- When children are present, caregivers must be in line-of-sight of their children at all times.
- Neither children nor adults may be in any part of the building or grounds not specified in the lease.
- No animals are permitted on the premises except assistance animals by prior permission of Sara's Garden.

Fire Safety

- ALL fire safety measures MUST be followed, including:
 1. No open flames of any kind.
 2. No candles unless they are enclosed in glass hurricane lamps.
 3. No deep frying.
 4. All exits, exit signs, fire extinguishers, doors and fire escape routes must be kept clear and visible at all times.

Smoking, Alcoholic Beverages, etc. – Prohibited

- Sara's Garden and all its buildings and grounds, including The Hope Center and the parking lots, are an alcohol, tobacco, drug, weapon and violence-free area.
- Any person or group choosing not to follow this policy assumes full responsibility for the consequences of their choices and agrees to hold harmless Sara's Garden, its employees, Board members and volunteers for said consequences.

Decorating

- No glitter, confetti, rice birdseed, etc., shall be used either inside or out-of-doors on Sara's Garden property.
- All candles must be enclosed in glass hurricane lamps.
- NO nails, screws staples, tape, putty, etc., may be used to affix things to walls or doors or to hang things from ceilings.
- If real flowers are used on the floor, each vase or container MUST sit in a plastic saucer with a rim high enough to keep water off the floor.

Tables

- You are responsible for setting up the tables you need as you want them and for putting them away after your event.
- After using the tables, be sure to wipe each one clean with mild soap and water – even if they had tablecloths. (Often sticky stains soak through.)

Chairs

- You are responsible for setting up the chairs you need as you want them and for putting them away after your event.
- After using the chairs, check them for spills of food or drink. Clean them with mild soap and water.

Carpet and Hard Floor Surfaces

- Dark (especially red or purple) punches and chocolate fountains are not permitted.
- When your event is over, please check for spills of food or drink. If you find something minor, use paper towels to take it up. If you find something major, sop up as much liquid as you can and notify Sara's Garden.
- When your event is over, please vacuum the floor in the main hall. Vacuum is available in storage area but please pick up rather than sweep up items too big for vacuum.
- Do NOT allow standing water on any hard surface floors. Spills must be mopped up immediately to prevent permanent damage to the floors.

Kitchen Floor

- A mop is available in the kitchen. Mop up spills as you go to prevent falling. When your event is over, please sweep the kitchen floor. If it needs mopping, please ONLY DAMP (NOT WET) mop or cloth. The broom and dustpan are located in the kitchen.

Kitchen Equipment

- Please be sure that anything you use is clean, dry and put away before you leave. As you are taking things out to use, please note where you got them so that you can put them back in the same place. Most areas are labeled to help you.
- Please wash all counter tops, in and outside the kitchen, with mild soap and water when you are finished using them.
- Please be sure to clean the sinks and wipe off the refrigerator, cupboard fronts, etc.
- Check inside ovens, refrigerator, freezer, etc., for spills and clean as necessary.
- Put used towels and washcloths in the hamper provided in the kitchen under the open sink. If you prefer to use your own towels and dishcloths, that is fine!
- If any kitchen equipment (e.g. microwave) is not working properly, please leave a note on the counter to inform Sara's Garden of exactly what equipment and the nature of the problem.

Leftovers

- We ask that you do not leave any leftovers except by special arrangement with Sara's Garden.

Trash

- All trash must go into the large lined trashcans stationed around the hall.
- Extra bags are in the bottom of each can, under the bag in use.
- As much as you are able, keep people from dumping liquids (e.g., half-empty coffee cups) into the trash bags.
- If you are using non-disposable tableware, provide a tray or bin to collect it right by the trash can (so that it doesn't get thrown away by mistake!).

- It works best to designate one or two people to “monitor” the trash and to change bags as they begin to be full.
- PLEASE place full bags on the tiles in the kitchen until you take them out, rather than on the carpet, so that they do not leak on the carpet!
- At the end of the event, carefully go over the area for trash left around and put it into a trash bag.
- Be sure each trash bag is tightly tied shut.
- There is a dumpster on the north east edge of the parking lot and all trash must be taken there following the event.
- If the trash can has been soiled or has liquid in it, please wash out the can before putting in a clean bag.

Restrooms

- The restrooms will be clean and stocked for your event.
- Any cleaning, please do so immediately.
- If you have a plumbing emergency (e.g., toilet overflowing) during your event, call Dave Burkholder at **567-454-0588** or **567-454-0587** immediately. If he is not available, call **419-572-0560**.

Caterers/Other Outside Help

- If you are using a caterer or other outside help (e.g. a disc jockey), these same guidelines apply. You will need to negotiate with your caterer, etc., which parts of each task are theirs and which are yours.
- Back door of the gymnasium (east side of building) is used solely for convenience of bands to set up. This is not a casual entrance but rather an emergency exit. Please do not open unless necessary for equipment set-up.

Thermostats

- Thermostats are computer-regulated and will not respond to individual adjustments.

I have completed the clean-up of the area(s) used according to these guidelines.

Name and Date

Thank you for following these guidelines and for checking off each task after you have completed it. With ever-growing use of our building, it is really important that each group leaves things in good order for the next group. (Often, events are less than 24 hours apart!)

Please leave this set of guidelines, with your signature, on the kitchen counter with any other notes when you leave the building. God bless you with a wonderful event and a smooth use of the building!

HOPE CENTER LEASE AGREEMENT

THIS LEASE, is made this _____ day of _____, 20____, between Sara's Garden and _____ ("LESSEE").

1. PURPOSE. Sara's Garden agrees to lease to Lessee and Lessee agrees to lease from Sara's Garden the following described portion of the premises located at The Hope Center at Sara's Garden at 620 West Leggett, Wauseon, Ohio for the sole purpose of holding the following event _____.
2. DATE AND TIME OF LEASE. Occupancy of the premises shall begin at _____ o'clock am/pm on (date) for the purpose stated herein and shall end at _____ o'clock am/pm. Lessee shall remove all items owned or used by Lessee and clean all areas used prior to vacating the premises. Lessee may decorate the premises prior to use, and decoration may commence not more than eight (8) hours prior to the event and may last not more than two (2) hours and/or shall be arranged at a time mutually agreeable to the parties.
3. DECORATIONS. All decorations to be utilized by Lessee shall conform to the following standards:
 - a. No tapes, tacks, pins or attachments of any kind shall be adhered to the walls
 - b. No confetti, glitter or loose Styrofoam (ie. Styrofoam peanuts) decorations may be used
 - c. No red liquids may be used, including but not limited to red punch
 - d. No open flame candles may be used
4. PARKING. Lessee shall have access to the parking areas adjacent to the premises during the term of occupancy in accordance with this Lease.
5. COMPLIANCE WITH LAWS AND REGULATIONS. Lessee, its agents, employees and invitees shall comply with all applicable Federal, State or local laws, ordinances, and regulations.
6. CONTROL OF FACILITY. Sara's Garden expressly retains the right to control and management of the leased premises, and may seek to enforce any applicable laws, rules and regulations. Duly authorized representatives of Sara's Garden may enter the premises at any reasonable time.
7. OBJECTIONABLE PERSONS. Sara's Garden reserves the right to eject or cause to be ejected from the premises any objectionable person or persons; and neither Sara's Garden nor any of its officers, agents or employees shall be liable to Lessee for any damages that may be sustained by Lessee through the exercise by Sara's Garden of such right.
8. TERMS: Lessee shall pay the sum of _____ dollars for the use of the leased space. **One half of said sum shall be paid upon the execution of this lease.** The balance shall be due two weeks prior to event. Lessee shall also pay a cleaning and damage deposit of \$100.00 upon the execution of this lease.

9. AGREEMENT TO QUIT PREMISES: Lessee agrees to quit the leased premises at the end of the term of the lease stated hereinabove. Lessee agrees to leave the leased premises in the same condition the premises were in at the commencement of the lease, ordinary wear and use thereof excepted.
10. APPLICATION OF DEPOSIT: Upon Lessee's failure to properly clean the premises, , Sara's Garden shall apply the deposit collected in accordance with paragraph eight (8) hereinabove to pay for the costs incurred as a result of Lessee's failure. Sara's Garden shall return to Lessee any unused portion of the deposit within 30 days of Lessee's use of the premises, or whenever Sara's Garden deems the conditions of such premises are satisfactory.
11. DEFACEMENT OF FACILITY. Lessee shall not injure, nor mar, nor in any manner deface said premises or any equipment contained therein, and shall not cause or permit anything to be done to the premises or equipment located therein. Lessee shall not drive or permit to be driven nails, hooks, tacks, or screws into any part of the premises or equipment contained herein. No paper, candles, glitter, or any sign shall be fastened to any surface, wall or ceiling, except as otherwise permitted by Sara's Garden in writing. Sara's Garden shall have the right to repair any damages occasioned by Lessee's use or occupancy of the facility. Lessee agrees to pay all costs of repair or replacement of anything located on premises, together with any and all damages of whatever origin or nature which may have occurred during the term of this agreement or Lessee's use of the premises in order to restore the premises to the same condition, as existed prior to Lessee's occupancy or use.
12. INDEMNITY. Lessee agrees to indemnify, defend and hold Sara's Garden harmless from and against any and all demands, claims, suits, actions or liabilities arising from injuries or death to any persons or property in connection with Lessee's use of the premises, including, but not limited to persons who are employees, invitees or agents of Lessee.
13. CAPACITY. The maximum capacity of the hall is 300 persons and Lessee shall be responsible to insure that this figure is not exceeded. However, for weddings and large parties Lessee may want to limit attendance to 225 in order to accommodate for all necessary serving tables and allow for comfortable seating of all guests.
14. SUIT TO ENFORCE. Should Lessor institute suit or other action against Lessee as a result of Lessee's failure to comply with any term of this agreement, Sara's Garden shall be entitled to recover any and all damages permitted by law, including any and all costs and disbursements made by Sara's Garden in connection with such suit or action.
15. FORCE MAJEURE. If for any reason, an unforeseen event occurs, including, but not limited to fire, casualty, labor strike, or other unforeseen occurrence, which renders impossible the fulfillment of any term of the lease, the Lessee shall have no right to nor claim for damages against Sara's Garden. In such event, all fees and deposits shall be returned to Lessee.

16. CANCELLATION BY LESSEE. Should Lessee cancel the event covered under this agreement, Lessee shall not be entitled to any refund, and the full rental fee as called for by this agreement shall be payable by Lessee to Sara's Garden as liquidated damages.
17. APPLICABLE LAW. This lease shall be governed by the laws of the State of Ohio.
18. NON-ASSIGNMENT. Lessee may not assign its rights under this lease without prior written approval by Sara's Garden.
19. DEFAULT. Should the Lessee default in the performance of any of the terms and conditions of this lease, Sara's Garden, at its sole option, may terminate the same. Lessee shall be liable for the full amount of the rent provided for herein. Any deposit or advanced rents paid by Lessee to Sara's Garden shall be retained by Sara's Garden and considered as liquidation damages.
20. COMPLETE AGREEMENT. All terms and conditions of this agreement shall be binding upon the parties, their respective heirs, representative, successors and assigns, and any amendment hereto must be in a writing signed by both parties.
21. SEVERABILITY. Should any portion of this lease be declared invalid, the balance of the provisions shall remain enforceable.

Sara's Garden:

Lessee:
