

MHA COMMUNITY BUILDING MEETING ROOM USE AGREEMENT

(hereafter "User") agrees as follows:

I. PERMISSION. User may occupy and use the meeting room(s) (the "Meeting Room") and available equipment on the date(s) and time(s) and for the purpose indicated on the Room Reservation Form on the reverse side of this Agreement. User agrees not to use the Meeting Room for any purpose other than that stated on the reverse side of this Agreement. User agrees to the terms and conditions of this Agreement and to the written MHA Community Building Meeting Room Policy, which is incorporated into and made a part of this Agreement.

II. PAYMENT. User must pay MHA, on or before _____, 20__ a fee of \$ _____, and a damage deposit of \$ _____. User may not occupy or use the Meeting Room until both the use fee and damage deposit are made. MHA may terminate this Agreement without notice to User if MHA fails to receive payment of the use fee and damage deposit on or before this date.

III. MAINTENANCE. Any expense of cleaning and maintenance not performed by User in accordance with MHA Community Building Meeting Room written policy shall be paid by User and may be deducted from the damage deposit made under Section II.

IV. MEETING ROOM RULES. Any expense as a result of damages to MHA property caused by User or User's guests, invitees, or licensees must be reimbursed to MHA by User and will be first deducted from User's damage deposit. User and User's guests, invitees, or licensees may not be disorderly or commit any nuisance on MHA property or use the Meeting Room in any way that interferes with the exercise by other users of MHA premises of the privileges that MHA may give them. User agrees to abide by the rules and policies that apply to the Meeting Room, to follow reasonable requests of MHA, and to cooperate with MHA in the enforcement of such rules and requests. MHA may eject any person from MHA property who is disorderly or not abiding by its rules and policies and may refuse future admittance to such person.

V. SURRENDER OF PROPERTY. User shall peaceably surrender the Meeting Room in as good condition as the Meeting Room was at the time just prior to User's initial use of the Meeting Room. User shall remove all things placed by User or the employees, agents, guests, invitees, or licensees of User on MHA property, and if User shall fail to do so, MHA shall have the right to remove the same at User's expense, the amount of which expense User shall pay to MHA on demand. Any items not removed by User by the ending time and date specified on the reverse side become the property of MHA and User shall have no further right to possess or be compensated for them unless MHA agrees otherwise in writing. If this Agreement allows User to periodic use (e.g., weekly or monthly) of the Meeting Room, User may not store items in the Meeting Room unless permitted in writing by MHA. MHA shall not be responsible for damage to or loss of any items belonging to User even if such loss or damage is because of the negligence or other fault of MHA, its employees, agents, guest, invitees or licensees.

VI. TERMINATION. MHA may terminate this Agreement at any time upon oral or written notice to User if in MHA's sole judgment User has breached this Agreement, the Meeting Room becomes unsuitable for the purpose stated on the reverse side of this Agreement, or the occupation and use of the Meeting Room by the User will conflict with MHA purposes. User may terminate this Agreement at any time by giving written notice to MHA. If this Agreement is terminated prior to the User's period of use, MHA will refund any use fee and damage deposit already made. If this Agreement is terminated after the period of use begins, MHA will refund the damage deposit less any damages and expenses incurred by MHA as a result of User's occupancy and use of the Meeting Room.

VII. NOTICES. Notices concerning this Agreement may be given by first class mail or by facsimile transmission if sent to the respective address or fax telephone number of each party as set forth below and on the reverse side.

BY SIGNING THIS AGREEMENT, USER AGREES TO THE TERMS OF THIS AGREEMENT AND ACKNOWLEDGES HAVING RECEIVED A COPY OF THE MHA COMMUNITY BUILDING MEETING ROOM POLICY.

MENTAL HEALTH ASSOCIATION IN
TIPPECANOE COUNTY, INC.
"MHA"

"User"

By: _____
Jennifer Flora, Chief Executive Officer
914 South Street, Second Floor
Lafayette, IN 47901
VOICE: 765-742-1800
FAX: 765-742-2085

By: _____
Printed: _____
Title: _____