



**PROGRESS THROUGH PRESERVATION (PTP) OF GREATER AKRON
GENERAL TERMS, OBLIGATIONS, AND OTHER INFORMATION
PERTAINING TO THE USE OF PRESERVATION HOUSE (PH)
2074 West Market Street, Akron, Ohio**

Methods and terms of payment for use of PH

With your application, please remit one check, made out to Progress Through Preservation of Greater Akron, in the amount of the rental fee as called for in the Schedule of Rental Fees and Security Deposits.

In addition, please remit a second check in the amount of the security deposit. Your security deposit check will be returned to you after your use of PH, but only if all conditions of this rental agreement have been met.

NOTE: Your reservation will not be guaranteed until these checks have been received.

CONDITIONS OF USE

1. PTP representative. Progress Through Preservation of Greater Akron reserves the right to have a representative present in PH at all times when PH is being rented. This person would oversee the use of the building and ensure that the building and all contents are properly cared for.
2. Alcoholic beverages. The serving or consumption of alcoholic beverages is prohibited in or around PH.
3. Smoking. Smoking is prohibited in PH.
4. Tables and chairs. Tables and chairs shall not be dragged across the floor because of the vulnerability of the floor to being easily scratched and dented. Tables and chairs are not to be taken outside PH under any circumstances. If such are needed, you will have to rent them.
5. Decorations. No decorations shall be attached to any woodwork or painted walls. Chalk and a chalk eraser are available for use. Nothing shall be placed on the cabinet counters in the meeting room.
6. Food and catered events. Renters may bring in their own food, although professional caterers are encouraged. All food as well as paper and plastic products must be removed from PH by the renters. No food will be allowed to remain in the refrigerator after an event.
7. Items brought in to PH. Any items which the renters bring into PH shall be removed at the end of the event, unless PAGA gives written permission for a delayed pickup.
8. Trash. All trash must be removed from the premises and hauled away.
9. Vendors or suppliers of services. It is the responsibility of the person signing this agreement to inform all vendors or suppliers of services of the rules and regulations of this agreement. The person assuming responsibility for this agreement will be held responsible in the event outside vendors or suppliers of services fail to comply with the terms and conditions of this agreement.
10. Security Deposit. The security deposit will be returned to the person responsible if all conditions of this agreement were adhered to, and after the building has been inspected and found to be in satisfactory condition by a representative of PTP. If there is damage to the facility, furnishings, or fixtures, all or part of the Security Deposit will be retained. The liability for any damage with costs above the Security Deposit amount shall be assumed by the person responsible for the use of PH.