

**MASCOUTAH CEMETERY CHAPEL
LEASE AND DEPOSIT RECEIPT**

Received from: _____,
 _____ (\$ _____) Dollars, as a deposit
 and shall be applied as follows:

	Received	Payable Prior to Occupancy
Rent for the period from _____ to _____	\$ _____	\$ _____
Security Deposit	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total	\$ _____	\$ _____

Lessee hereby agrees to lease from Lessor the premises situated in the City of Mascoutah, County of St. Clair, State of Illinois, described as the upper/lower levels of the Mascoutah Cemetery Chapel upon the following TERMS and CONDITIONS:

1. **TERM:** The term hereof shall commence on _____, 20__ and continue for a period of _____

2. **RENT:** The rent shall be \$ _____, payable in advance as follows: _____

All rents shall be paid to Lessor or its authorized agent, at the following address:

Mascoutah Cemetery Chapel, Inc. P.O. Box 347 Mascoutah, Illinois 62258
 or at such other places as may be designated by Lessor from time to time.

3. **USE:** The chapel premises are to be used exclusively for the use of _____

and no other purpose, without prior written consent of Lessor.

4. **ORDINANCES AND STATUTES:** Lessee shall comply with all statues, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee.

5. **MAINTENANCE:** Lessee acknowledges that the premises are in good order and repair, unless otherwise indicated herein. Lessee shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear expected.

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6. **UTILITIES:** Lessor or Lessor's agent shall be responsible for all utilities, including water, gas, electricity, heat and other services delivered to the premises.
7. **SIGNAGE / BANNERS:** No items may be affixed to the walls or doors.
8. **LIABILITY/INDEMNIFICATION OF LESSOR:**
 - A. Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the premises. Lessee agrees to hold Lessor harmless from any claims for damages, no matter how caused.
 - B. The lessor does not assume responsibility for personal property or equipment brought onto the premises regardless if Lessor secures the premises.
9. **DEPOSIT REFUNDS:** Any returnable deposits shall be refunded within four weeks from date possession is delivered to owner or authorized agent subject to inspection and return of key. The Lessor reserves the right to inspect all private functions. Liability for damage to the premises will be charged accordingly.
10. **ATTORNEYS FEES:** In the event that Lessee shall prevail in any legal action brought by either party to enforce the terms hereof or relating to the demised premises, Lessor shall be entitled to all costs incurred in connection with such action, including reasonable attorneys' fees.
11. **NOTICES:** Any notice which either part is required to give, may be given by mailing the same, postage prepaid, to tenant at the address provided below or to Lessor at the address shown below or at such other places as may be designated by the parties from time to time.
12. **CONTRACT MODIFICATION:** this agreement and the attachments hereto contain all of the agreements of the party superseding any prior agreements, oral or written, and may not be changed other than by an agreement in writing signed by both parties.

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13. ADDITIONAL TERMS AND CONDITIONS:

- a. Lessee shall follow all Chapel regulations. (Copy available for review)
No smoking & no alcohol in the Chapel.

The undersigned hereby acknowledges receipt of a copy hereof.

Dated: _____

Dated: _____

by: Mascoutah Cemetery Chapel

Lessee/User

Mascoutah Cemetery Chapel, Inc.
P.O. Box 347
Mascoutah, Illinois 62258

Lessee/User

Address Lessee/User

Telephone of Lessee/User

Please address mail to P.O. Box 347,
there is no mail delivery to the chapel at the 317 County Road, Mascoutah, Illinois address.

Mascoutah Cemetery Chapel, Inc.
P.O. Box 347
Mascoutah, Illinois 62258

Mascoutah Espenschied Chapel Rental Instructions

Thank you for renting the Mascoutah Espenschied Chapel. We hope that your event was successful and enjoyable. In order for the next user of the facility to enjoy their event and to have your deposit returned, please complete each of the following steps before leaving the building.

- No tacks or nails may be used on walls or wood floors or furniture.
- Any tape and decorations must be removed. INCLUDING GLITTER.
- All tables and chairs must be wiped down and free of foreign materials.
- Any tables or chairs must be returned to the floor they were on and room they were in. The folding chairs must be stacked neatly and put back where they were, unless otherwise advised. (Note that the folding chairs stack together when they are all turned the same way.)
- All kitchen counters, sinks, appliances and utensils must be cleaned and returned to their proper location. A kitchen inventory will be taken at the time of your review to determine if all items are in place. If the item is missing, you will be charged separately from your deposit.
- The freezer and refrigerator must be emptied and cleaned if necessary. You are welcome to rearrange the refrigerator shelves, or remove them, but please put them back in before leaving.
- The floors must be swept and debris removed, and mopped if needed.
- Any spills must be cleaned. Cleaning supplies are in the janitor closet.
- Take out trash and recycling. **Please do not put trash in the recycle bins!**
If you have more trash bags than will fit in the WM bin, please call us and we will come by and pick them up. Or, if you can't reach us, leave the trash bags in the wastebaskets and leave them indoors or take them with you, but don't leave bags of trash outside unless instructed. Please replace trash bags in the wastebaskets.
- All lights must be turned off. And doors locked.
The chapel must be ready for the next rental when you are done.
- You will be responsible for replacing any damaged or missing items.**
- If extra cleaning is required, you may be billed for cleaning.**

I have read and understand these instructions.

Failure to complete the above list will result in forfeiture of your deposit and may affect future building rentals.

Signed: _____ Date: _____

Name _____

Address: _____

Phone: _____

Inspection Completed by: _____ Dated: _____

All Items Complete _____

Items Partially or Not Completed _____