

**Town of Lunenburg**  
**Community Room Rental Agreement**

**PARTIES:** This Community Room Rental Agreement (“Agreement”) is between:

Renter: Town of Lunenburg (“Landlord”) with a mailing address of PO Box 54, Lunenburg, VT 05906 and,

Tenant: \_\_\_\_\_

with a mailing address of \_\_\_\_\_

**PREMISES:** Community Room located at 9 W. Main Street, Lunenburg, VT 05906

**TERM:** This rental begins on \_\_\_\_\_/\_\_\_\_\_ and ends on \_\_\_\_\_/\_\_\_\_\_

Date      Time      Date      Time

**RENT:** The Tenant is required to pay the Town the following amount during the Term of this Agreement (circle one):

Rent:      \$0      \$35      \$60

**USE DESCRIPTION:**

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**ENTRANCE:** Tenant shall pick up a key at the Town Clerk’s Office, 9 W. Main Street. Failure to return the key may result in a \$25 key charge.

**PARKING:** Parking is available in front of the Town Clerk’s Office and the US Post Office parking lot (after hours).

**PETS:** The Landlord allows for service animals only.

**LIABILITY INSURANCE:** The Tenant agrees to hold the Town harmless in the event of accident or injury.

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Town of Lunenburg Signature

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User Signature

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Town of Lunenburg Printed Name

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User Printed Name

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Phone Number

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signing this agreement also acknowledges receipt of a copy of the Town of Lunenburg Community Room Usage Policy.

**Town of Lunenburg**  
**Community Room Event Rental Agreement**

**PARTIES:** This Community Room Rental Agreement (“Agreement”), effective as of 1/1/25, is between:

Renter: Town of Lunenburg (“Landlord”) with a mailing address of PO Box 54, Lunenburg, VT 05906 and,

Tenant: Kat Colby (“Tenant”) with a mailing address of

**PREMISES:** Community Room located at 9 W. Main Street, Lunenburg, VT 05906

**EVENT:** Specify

**RENT:** \$35

**ENTRANCE:** Tenant shall pick up a key at the Town Clerk’s Office, 9 W. Main Street on the day before the event and return the key to the white lockbox to the right of the Clerk’s Office entrance at the end of the event. Failure to return the key may result in a \$35 key charge.

**PARKING:** Parking is available in front of the Town Clerk’s Office and the US Post Office parking lot.

**AMENITIES:** The Landlord does not agree to provide any amenities as part of this Agreement.

**PETS:** The Landlord allows for service animals only.

**DAMAGE:** Any damages to the Community Room are the responsibility of the Tenant.

**ACCESS TO COMMON AREAS:** In addition to the Premises, the Tenant shall also have access to the bathroom adjacent to the Community Room.

**CLEANING:** Premises should be left clean and free from debris, including broom swept and trash removal.

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Town of Lunenburg (Renter)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Tenant: \_\_\_\_\_

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