

# THE DECATUR PENNSY DEPOT

## RENTAL RULES AND REGULATIONS

**The Pennsy Depot is a rehabilitation of the original 1902 building. Those reserving the Depot and their guests are reminded that the building is an historic site that has been preserved for the benefit of present and future generations and must be treated with respect.**

**CAPACITY:** The Depot is restricted to a maximum of 49 persons. The Depot has available, for renters use, 6 – 60” round tables, 48 folding chairs and two 6’ banquet tables. The renter is responsible for setting up and taking down of all tables and chairs.

**PARKING:** Parking shall be in designated spaces on the premises. Additional parking is available south of the police department off of 7th Street. Do not park in the driveway/parking area on the north side of the Decatur Police Department, as police vehicles must easily be able to come and go from the station.

**MUSIC:** Music in the Depot, or on Depot property, should be appropriate to environment. Amplified music must be kept at a reasonable volume. Under the Decatur Nuisance Ordinance, excessive noise is forbidden at any time of the day or night.

**RESERVATIONS:** The Depot grounds and the meeting room are available for rental use.

1. All reservation requests are subject to evaluation and approval of the City of Decatur on the basis of property scheduling, staffing needs and availability, potential for damage to the property, and other valid considerations.
2. Anyone seeking to use the Pennsy Depot must be willing to:
  - a. sign a reservation application;
  - b. abide by the rules and regulations contained herein;
  - c. respect the integrity of the property.
3. When making a request to rent the property, you must provide full information concerning the type and purpose of the event being planned, together with all details requested.

### **RULES AND REGULATIONS**

1. Alcohol is prohibited in the Depot unless a request to serve same is noted on the rental application, and serving of alcohol is approved in the Rental Agreement. If alcohol is served, it is the sole and exclusive responsibility of the lessee to assure compliance with all laws, ordinances and regulations regarding alcoholic beverages.
2. Smoking is not permitted anywhere inside the Pennsy Depot or on the Depot grounds.
3. Children are to be under close supervision at all times. Any museum exhibits, which might be present, are not to be handled. No furniture or objects belonging to the Depot may be handled or moved without the approval of the City of Decatur.
4. Helium balloons must have anchors. All property of the renter, including decorations and trash, must be removed from the premises immediately following the function. The floors must be broom swept (all confetti removed); tables and counter tops must be cleaned; spills must be washed.
5. The sidewalks, passageways, exits and all common areas shall not be obstructed by LESSEE or any other person or property.
6. LESSEE accepts the building in good order and repair and agrees to return it to the City in the same condition; normal wear accepted.
7. Cooking is not allowed inside the facility. Warming devices for your food are allowed inside. The kitchen facility is a service kitchen only. If the microwave and/or coffee maker are moved during your rental, please return back to their original place.
8. All candles must have globes.

Updated December 17, 2019

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9. **This is a Historic Building. LESSEE is not allowed to use staples, duct tape, nails, tacks, pins, or anything that will cause harm to or put holes in the woodwork, brick or foundation. Decorations must be confined to table tops only.**

10. Pets/animals are not permitted on the premises unless approved by city council. Service animals are welcome.

11. If you adjust the temperature in the Depot, please return the thermostat back to the temperature it was when you arrived.

12. Please take all trash bags and items for trash with you at the conclusion of your rental.

13. **PLEASE** make sure all doors are locked before you leave. The door is locked from the outside if the tab on the door knob is in the vertical position.

14. The City of Decatur is not responsible for items left behind during your rental.

15. The fire extinguisher is located on the wall by the basement door in the freight room.

**DECATUR PENNSY DEPOT FEES:** Exceptions to this maintenance fee schedule can only be made by approval of the City of Decatur. Fees are set by the Decatur City Council and are subject to change Includes tables and chairs. Kitchenette is a service kitchen only.

1. Rental fees are \$25 per hour, with a \$50 minimum rental. LESSEE may access the depot one hour before the scheduled start of your event, at no charge, for set-up and guest arrival and one hour at the end of your event to allow for cleanup. Rental fee payment must be made in cash. No other form of payment will be accepted.

2. A \$100 security deposit, refundable based on inspection of the Depot, is required. Deposit payment must be made in cash. No other form of payment will be accepted.

3. Wedding receptions are based on five hour minimum.

4. Total fees are to be paid at time of reservation.

5. For any function, the total fees and an approved application must be received before a reservation will be guaranteed.

6. LESSEE shall be liable for any and all damages to the facility, including but not limited to any damages caused by LESSEE's own acts or acts of any persons on the leased premises as a result of the event sponsored by the LESSEE. In addition, LESSEE shall indemnify and hold the City of Decatur harmless for any and all damages to persons or property arising from LESSEE's operation or use of the leased facility.

**LOCATION:** The Decatur Pennsy Depot is located at 111 N. 7th Street, Decatur, IN 46733

I understand these rules and regulations and agree to abide by them.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Depot/city representative

\_\_\_\_\_  
Date