



16278 Shilling Rd
Berlin Center, OH 44401
330-547-3300

This rental agreement is between N.E.O. Retreat Center and _____.

Main Contact: _____ Cell: _____

Email: _____

Mailing Address: _____

Rental period: _____

Arrival time: _____ Departure time: _____

of Guests: _____ Extras (campfire, etc): _____

- Facilities requested for use:
- Missions Building Conference Area
 - Missions Building Kitchen
 - Missions Building Bunks (15 person minimum, 34 person maximum)
 - Dormitory (15 person minimum, 42 person maximum)
 - Sister Lilly Cottage- 1 side 2 sides
 - Schultz Cottage
 - Youth Lodge
 - Dining Hall

Financial Terms: A 20% deposit, signed contract and Certificate of Liability Insurance, are due to secure your rental period and reservation. Remaining balance is due upon arrival unless other arrangements have been made as noted here:

Terms and Conditions:

1. The Renter in charge (Main Contact) agrees to protect the N.E.O. Retreat Center from damage to property. The Rental Organization and Main Contact are responsible for any willful or neglectful damage that occurs by said group. The Rental Organization and Main Contact are responsible for prompt payment for any damages incurred to N.E.O. Retreat Center property.
2. The Rental Organization shall have and provide a copy of a current Certificate of Liability Insurance to cover individuals and property for off site outings such as established through this rental contract.
3. The Renter in charge (Main Contact) must maintain control of their group and enforce all N.E.O. Retreat Center Policies and Procedures as found at www.neoretreatcenter.org

4. The Renter in charge (Main Contact) and group must leave the facilities and camp in clean condition.
 - a. All trash must be taken to the dumpster provided at the entrance of the property.
 - b. All kitchen equipment, including utensils and surfaces, need to be clean.
 - c. All used towels need to be stacked neatly on the kitchen or bathroom counter.
 - d. All indoor trash cans must be emptied (including bathroom and kitchen).
 - e. All toilets must be flushed and in proper working order as found upon arrival.
5. No smoking or alcohol is permitted on the property.
6. The Renter in charge (Main Contact) will maintain reasonable noise levels as to not disturb other groups or individuals on property at all times of the day or night.

I agree with the Financial Terms, Terms and Conditions as listed above, and the Policies and Procedures of the N.E.O. Retreat Center as found at www.neoretreatcenter.org.

Signature of Main Contact	Printed Name of Main Contact	Date
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Signature of Retreat Center Rep	Printed Name of Retreat Center Rep	Date
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Total amount due: \$ _____

Deposit paid: \$ _____

Date received: _____

Balance paid: \$ _____

Date received: _____