

**BOROUGH IMPROVEMENT LEAGUE (BIL)  
RENTAL AGREEMENT FOR OLD FRANKLIN SCHOOLHOUSE  
491 Middlesex Avenue, Metuchen, NJ 08840  
www.boroughimprovementleague.org**

**Name of Renter or Organization:** \_\_\_\_\_

**Contact Person** (if different from above): \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_ (Max. 65) **Time of Event :** \_\_\_\_\_

**Purpose for which facilities will be used:** \_\_\_\_\_

The Old Franklin Schoolhouse is owned by the Borough Improvement League, an all-volunteer non-profit 501 (c)(3) organization devoted to improving the quality of life in our community. Rental proceeds are used to preserve and maintain this 200+ year-old historic building which also serves as the home for Transformations Art Gallery. We ask that our renters and their guests treat the building and grounds with respect and adhere to the policies as outlined below. Thank you for your understanding.

**Rental Regulations**

- PARKING IS NOT ALLOWED** in either the adjacent Fire Department or YMCA/Masonic lots, but is available along the same side of Middlesex Avenue. Consult Rental Volunteer for additional options.
- DO NOT DRIVE VEHICLES ONTO THE SCHOOLHOUSE PROPERTY.**
- Smoking and illegal drugs** are expressly forbidden, as are flammable or explosive substances which might increase the danger of fire or other casualty.
- The stairs and loft area are extremely hazardous and are therefore off-limits. The piano and the large buffet table may not be moved. Do not remove or rearrange any of the displayed art pieces.**
- Decorations must not be affixed to any surfaces (walls, window moldings, doors, signs, etc.) using tape, thumbtacks, nails, or in any manner that will cause damage. Painter’s tape and “fun tac” may be used to safely affix items. Remember to remove all decorations and balloons, especially any placed outside on the front sign or fence. Take care when using helium balloons inside the building – these can become entangled in the ceiling fan and /or melt when placed near light fixtures. Do not hang any decorations from the light fixtures or chandeliers.**
- GLITTER:** Please do not use any glitter products in and around the schoolhouse.
- Folding tables and chairs, stored in the closet, are available for your use. They must be returned after your event in an orderly manner, as indicated on the diagram inside the closet.**
- The four white plastic stanchions are provided to assist you with marking the step at the buffet area. These are for the safety of you and your guests. They do not provide support as a railing, but need to remain in place during your event.**
- Controls for the heat and lights are located within the bookshelves of the inglenook, and the remote control for the air conditioning unit is located on the wall near the buffet step.**

- Fire extinguishers are located in the inglenook and on the wall to the left of the back door in the kitchen. A First Aid kit is located on the wall behind the back door in the kitchen. Emergency contact numbers are posted in the kitchen. Please familiarize yourself with all these items.
- When you leave, take all leftover food and paper goods – please do not leave ANYTHING behind. All trash must be bagged and placed into the receptacles in the rear of the property. Plastic bags are provided in kitchen. Recyclable items must be put in the blue recycling containers in the rear.
- Be sure to turn off all lights, the ceiling fan and/or the air conditioning unit. If used, turn down the heat and lock both the front and back doors. Return the keys as arranged with Rental Agent.

The undersigned affirms that he/she has read, understands and agrees to all Rental Regulations regarding the use of the BIL premises and that said premises shall be used subject to each and every rule, regulation and restriction contained therein. In addition, the undersigned does hereby agree to indemnify and hold harmless the BIL, its officers, employees and agents from and against all liability, claims and demands on account of injury, loss or damage, or any other loss of any kind whatsoever which may arise out of, or in any manner connected with this rental. The undersigned also agrees to be legally and financially responsible for the conduct and control of both patron and participant and to comply with all federal, state and local laws, as well as BIL policies. The renter shall do nothing to destroy or damage any part of the premises and must assure that all equipment and fixtures are left in clean and safe condition, good repair, and free of all debris. Avoid littering in the building and its grounds.

The BIL may deduct from the security deposit any expenses incurred in connection with violations of this agreement or policies. If the amount of damage exceeds the security deposit, the renter shall pay the additional amount to the BIL on demand. Security deposits will be returned after rental and upon return of the keys and confirmation that all conditions have been met.

While every effort will be made to accommodate renter’s scheduling changes, cancellations for confirmed weekend dates (Saturday and Sunday) will result in forfeit of the security deposit. The BIL reserves the right to cancel this contract and return the rental money without incurring any liability if conditions beyond its control prevent the use of the building.

Please help us maintain the integrity of our historic building by adhering to these policies and guidelines. Thank you for your careful treatment of the Old Franklin Schoolhouse and we hope you have a wonderful event!

Signature of Renter/Contact Person: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Security Deposit \_\_\_\_\_ Total Due \_\_\_\_\_

Payment in full of both rental fee and security deposit confirms your reservation date. Sign and return this contract with payment to: Borough Improvement League, c/o Janena Benjamin, 16 Durham Avenue, Metuchen, NJ 08840. Checks should be made payable to the “Borough Improvement League”.

The Rental Agent is available for questions or concerns and can help make arrangements for access to the building. Please contact Janena Benjamin at 848-250-1258 or [janena1272@att.net](mailto:janena1272@att.net).