



*Serving Anderson, Boyle, Franklin, Garrard, Jessamine, Lincoln, Mercer, Scott and Woodford Counties.*

## **Lease Agreement**

This Lease Agreement made and entered into this \_\_\_\_ day \_\_\_\_, 20\_\_\_\_ by and between Blue Grass Community Action Partnership, 111 Professional Court, Frankfort, Kentucky and \_\_\_\_\_.

1. Terms of this lease are for the date of \_\_\_\_ 20 \_\_\_\_\_. The amount of this lease is \$\_\_\_\_\_ for the hours of \_\_\_\_\_ to \_\_\_\_\_. The Rental Fee shall be received by Blue Grass Community Action Partnership within (7) working days from the above date on this Lease Agreement.
2. Returned check charge will be Twenty-Five Dollars (\$25.00).
3. The premises shall be left in a clean manner and all garbage and any other debris or material shall be placed in garbage receptacles.
4. The only people that can move the IT equipment is the IT Team at Blue Grass Community Action Partnership. There is one standard set up for equipment and you may not request that it be moved around.
5. Blue Grass Community Action Partnership has a fair amount of parking available for use. Please keep in mind that we have employees and visitors that are here daily. Do NOT park in the visitor spots in the front parking lot. Do NOT park in the side parking lot by the Warehouse. If you need additional parking, please start at the mail box and go to Laneview Drive. Do NOT block the fire hydrant.
6. Blue Grass Community Action Partnership breakroom/kitchen is to be used by employees only. If you have food that is being catered in, please set it up along the wall in the conference room you are using or arrange to have it set up in the main hallway between both conference rooms.
7. There shall be no fire arms, alcohol, drugs or other illegal substances on the premises. Breach of this provision will permit Blue Grass Community Action Partnership personnel to immediately request all to vacate the premises without return or refund of any monies posted with Blue Grass Community Action Partnership.
8. Blue Grass Community Action Partnership reserves the right to have any agent or designee to enter the premises at reasonable times to inspect or review the activity or use of the premises to insure compliance with this contract.
9. Any damage done to the property shall be the responsibility of the above signature. This damage is including, but not limited by the following, physical damage to the structure, walls, ceiling, floors, doors, windows, electrical facilities and outlets, bathroom facilities, water facility outlets. If legal proceedings are necessary, the above signature shall be responsible for all costs associated hereto.
10. Failure to comply with this Lease Agreement shall entitle the Blue Grass Community Action Partnership to pursue legal proceedings if necessary.

*By signing this Lease Agreement, you agree to the above conditions as written.*

\_\_\_\_\_  
BGCAP Agent—Tammy Jacobs, Admin Assist.

\_\_\_\_\_  
Party Responsible for Lease (Signature)

Daily Price Level:

Large Conference Room: \$100.00

Medium Conference Room: \$75.00



111 Professional Court • Frankfort, Kentucky 40601  
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