

TENANT AGREEMENT WITH THE WOMAN'S CLUB OF TOPEKA

(effective date: May 1, 2025)

The rental of the clubhouse entitles the renter to use the entire clubhouse, coffee makers, refrigerator, stoves, and freezer. Thermostats can be adjusted and then set to 74 degrees before leaving.

THE TENANT AGREES TO:

1. Supervise all activities within the clubhouse and in the parking lot.
2. Ensure NO SMOKING/VAPPING in the building.
3. Not damage walls, doors, floors, or surfaces, especially while decorating and or displaying material. Tenant agrees to remove all tape residue and use no nails or paint. Rice, confetti, and other similar items may not be used inside or outside the building. If questions, contact the office.
4. Use lighted candles only inside a fireproof container. Open candle pillars and candles in candelabras/candlesticks are not to be lit.
5. Not move the piano or keyboard in the auditorium. Do not touch the keyboard.
6. Do not sit at, play at, or touch either desk in the parlor.
7. Scrape all garbage into lined trash cans; do not use the garbage disposal.
8. Not store liquor in the clubhouse.
9. Not use the Woman's Club dishes, flatware, table linens, pots and pans, and utensils.
10. Not leave the clubhouse unlocked and unattended during the rental period.
11. Clean kitchen equipment, counters, tables, chairs, and coffee pots.
12. Turn off ovens, ranges, and coffee pots.
13. Ensure the caterer hired for the event knows and complies with the agreement. The renter is responsible for the actions of the caterer.
14. Sweep floors and spot mop. Return tables and chairs to storage. Stack 6' tables onto the racks, smooth surface to smooth surface. (#14 applies only if the renters are doing their own custodial work.)
15. Accept responsibility for any equipment and supplies brought into the clubhouse for use during the event. The Woman's Club does not take responsibility for the safety of your equipment and supplies.
16. Begin and end the event at the times specified in the contract/lease. If the event is in the evening, vacate the clubhouse by 12:00 midnight.
17. Before leaving the Woman's Club, turn out all lights, except the entry light in the foyer; lock all doors and check as leaving; leave the key in the designated location (primarily WC members); set thermostats to 74 degrees.
18. Comply with this agreement. Noncompliance may result in the deposit, or a portion of it, not being refunded.