

# Agency Community Center Rental

Rates: \$75.00 Deposit \$125.00-(CASH ONLY)

Name: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Deposit Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Rental Date: \_\_\_\_\_

**Events must be concluded at 11 PM**

Key Number Issued: \_\_\_\_\_

Key Returned: \_\_\_\_\_

I, the undersigned, understand that I am responsible for clean up & any damage that may occur to the Agency Community Center during the hours that I have it rented.

**I also understand that this event is 100% the undersigned responsibility & any injury after leaving the facility would be covered under the renters personal liability insurance coverage policy.**

Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_

## REQUIREMENTS FOR DEPOSIT RETURN

- Put all tables away CLEAN on the racks provided
- Put all chairs away on racks provided
- Wash & put away any dishes used-(Use basket provided for used dish clothes)
- Vacuum rugs at front & back door-(Vacuum is located in broom closet)
- Remove all decorations & tape from chairs, tables, walls and ceiling (NO THUMB TACKS ON CEILING OR WALLS)
- Make sure stove & oven are CLEANED & turned off
- ALL trash bagged up & PLACED IN DUMPSTER PROVIDED (including both restrooms)
- Sweep & Mop with clear water only. Dust mops, brooms & mops are in utility closet in kitchen.
- Close & Lock all windows & doors, turn off lights
- When ready to leave in Winter Months, set heat to 60\*/Auto, In Summer Months set Air Conditioner to 80\*/Auto
- Lock outside door & put key along with this check off sheet in the drop box located at City Hall or return to City Hall on the following Business Day
- Make sure toilets are flushed & TRASH EMPTIED
- NOTHING IS TO BE LEFT IN THE REFRIGERTOR(S)
- Make sure ALL Exhaust fans are turned OFF.

---Do NOT slide tables & chairs across the floor---

--State Law PROHIBITS smoking in the Community Center--

---Please check off items & return sheet with key---

**----IF ALL ITEMS ARE NOT COMPLETED YOU WILL FORFEIT YOUR DEPOSIT---**