**Agency Community Center Rental**

**Rates: $100.00 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 cleanup & 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 renter’s 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.**
* **RENTAL FEE MUST BE RECEIVED AT CITY HALL WITHIN 10 DAYS OF BOOKING OR YOU WILL FORFEIT YOUR DATE. RENT WILL BE REFUNDED IF CITY HALL IS GIVEN A 30 DAY CANCELLATION NOTIFICATION OTHERWISE YOU WILL FORFEIT YOUR RENT PAYMENT.**

**---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---**