

# COMMUNITY BUILDING RENTAL AGREEMENT

## RULES FOR ALL EVENTS:

Building must be left in good, clean condition.

All decorations, including tape, staples, etc, **must be removed** and disposed of.

Decorations from the ceiling can **only** be hung from existing ceiling hooks.

Tables and chairs are to be cleaned & put away unless other arrangements have been made.

Trash/Garbage shall be BAGGED and put in dumpster located outside of the building.

All boxes must be broken down and placed in dumpster.

All renters must sweep floor and wipe down counters & appliances in kitchen, if used.

**MOP floor** if food is served.

HVAC units (2) must be **turned off** in summer and **turned down to lowest setting** in winter.

NO SMOKING or TOBACCO CHEWING is allowed inside the building.

## AUCTIONS:

**NO material/merchandise may remain inside or outside the premises after designated period of rental – failure to remove ALL auction items will result in additional rental fees or retention of deposit**

NO equipment with LEAKS (oil, gas, anti-freeze) is allowed inside the building.

NO internal combustion engines are allowed in the building.

Floors must be swept and mopped at the end of the event.

**Reservations are taken on a first come, first serve basis. Rental fees must be paid to hold a reservation. Deposit is required when keys are picked up. Cancellation of a reservation 10 days prior to the reserved date will result in a full refund of the rental fee. Cancellation of a reservation less than 10 days from reserved date will result in forfeiture of ALL rental fees.**

**A full refund of the deposit will be made after it has been determined the building was cleaned and left in good condition and that all rules as set forth above were followed.**

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I hereby understand that in the event of any loss or damage to the Community Building that I do agree to reimburse in full for any such damages, loss so suffered and cleaning expenses.

It is also understood that the City of New Strawn is NOT RESPONSIBLE or LIABLE for any accidents/injuries to patron(s) and/or properties of the renting party.

Signature of Applicant/Renter \_\_\_\_\_

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

Signature of City Representative \_\_\_\_\_