



289 Jayroe Ave. · P.O. Box 74 · Elm Springs, AR 72728
479-248-7323 · Fax: 479-248-1092 · elmsprings.net

Tables: 23 Chairs: 77

Capacity: 120

Rental Fee Paid

Deposit Paid

Key Returned

Key# _____

ELM SPRINGS COMMUNITY ROOM RENTAL AGREEMENT

PLEASE PRINT:

Today's Date _____ Date of Event _____

Time Period needed: Morning 8-2 _____ Afternoon 3-10 _____

Name _____

Address _____

Phone # _____ Email _____

Driver's License No _____

RENTAL RATE \$75.00 ½ day or \$150.00 full day
SECURITY DEPOSIT \$100.00---Cash Only-
****Deposit must be picked up before end of year rented**

The building may be rented any day of the year (excluding office hours), including holidays.

(The City of Elm Springs reserves the right to retain deposit for cleanup costs associated with your failure to abide by the stated rules and instructions.)

BUILDING MAY **NOT** BE RENTED OR USED FOR GARAGE SALES, FLEA MARKETS, AUCTIONS, AND PROFITABLE ORGANIZATIONS/BUSINESSES.

By signing this agreement, the renter agrees to the following conditions:

RENTER acknowledges that refunds of rental fees will not be made without just cause.

RENTER agrees to leave the facility in a clean, neat, orderly condition. The facility will be inspected after each rental to ensure that the facility is returned to the proper condition. In the event the renter does not abide by the conditions of this rental agreement the renter will no longer be allowed to rent any facility of the City of Elm Springs.

Renter's Signature Date

RENTER agrees to release the City of Elm Springs from liability resulting from any loss, damage or expenses of any kind occasioned by, or arising out of any accident or other occurrence, causing or inflicting injury, and or damage to any person or property during use of the facility.

RENTER agrees that there is to be no smoking in indoor Elm Springs facilities. **RENTER** agrees that there is to be no alcohol in buildings or parking lot.

SECURITY NOTICE -- Video surveillance in use on these premises.

RENTER acknowledges that the City of Elm Springs reserves the right to cancel any rental at any time. Two weeks' notice of cancellation will be given. In the event it is impossible to give two weeks' notice, as much notice as possible will be given.

RENTER acknowledges receipt of key # _____ to the facility requested by this agreement. **If the key is not returned to City Hall, the renter will be responsible for the cost of changing the locks on the facility.** In the event any door of a facility is left unlocked, the deposit will not be refunded. The key must be returned to City Hall before the deposit is returned.

Please pay rental fee and damage deposit in two separate payments – one check for rental fee and only CASH for cleaning/damage/reserved parking deposit. The cleaning/damage/reserved parking deposit can be returned to you following inspection of building.

The key may be picked up at City Hall during the hours of 8:00 – 4:30, Monday – Friday. After the event, please put the key in the drop box, or return to City Hall. Building will be checked after each rental.

I certify that I have read, understand, and agree to the above rules. The renter will be personally and fully responsible for any damage that occurs.

Renter's Signature Date

City Representative Signature Date

FOR OFFICE USE ONLY

Rental Paid _____ Cash _____ Check (#) _____ Receipt # _____

Deposit Paid _____ Cash Only Representative Signature _____

Date Key Returned: _____ Representative signature _____

Deposit Returned: DATE: _____ Representatives signature _____

Deposit Retained: Explanation _____

RULES AND REGULATIONS

NO SMOKING IN THE BUILDING

NO THUMB TACKS, NAILS, OR PERMANENT ADHESIVE MAY BE USED TO AFIX DECORATIONS OR ANY OTHER ITEMS

DO NOT HANG ANYTHING FROM FANS!!

All food and personal materials must be taken from the premises upon conclusion of event.

Equipment will **not** be removed from the room.

Some supplies (**paper plates, cups, etc...**) in the kitchen are not for public use and are property of the City.

Renters must be out of the building by 11:00.

The building will not be rented to anyone under 21 years of age.

The city of Elm Springs reserves the right to have a representative check the building at any time.

Any deviations from the above uses will be at the discretion of the City Council.

BEFORE YOU LEAVE

Sweep floor (**floor, broom and dustpan are beside refrigerator, or in janitor closet**)

Wash food or other spills off the floor with wet mop which is located in the janitor's closet.

Wipe up any spills in oven and refrigerator when finished using.

Tables and chairs must be cleaned and returned to their original setting.

Put the room and kitchen back in their original condition.

The building is to be cleaned by the renter when finished, ***NOT THE NEXT DAY.***

Check restrooms, all faucets, and turn lights off in the restrooms.

Clean all restrooms (toilets, sinks, and mirrors)

Please remove all trash (bathroom and kitchen) and place it in the outside dumpster.

Turn all lights off in the building.

Lock all Community Building and entrance doors.

Put key in drop box or return to City Hall.

Do not activate Fire Extinguisher unless needed.

THANK YOU FOR YOUR HELP AND COOPERATION

Emergency Contacts:

Twila Taylor – 479-466-8995, Connie Newman-479-263-7674

WHEN RENTING THE COMMUNITY BUILDING

PLEASE DO NOT PARK

IN POLICE OR EMPLOYEE PARKING,

(POLICE DEPARTMENT, SHOP & Fire Truck IS OPEN 24/7)

NO PARKING IN FRONT OF SHOP BUILDING

(NO BLOCKING GARAGE DOORS),

FIRE TRUCK NEEDS TO BE ACCESSABLE AT ALL TIMES

*****For this reason, do not park in Police parking!!!**

*** HANDICAP PARKING *ONLY* WITH VALID HADICAP PASS**

****TICKETING AND OR TOWING COULD BE A RESULT IF PARKING IN RESTRICTED AREAS—EMPLOYEE and POLICE PARKIING INCLUDED!!!!**

PLEASE MAKE SURE YOU AND ALL YOUR GUESTS ARE AWARE OF ALLOWED PARKING SPACES. Handicap to north end and behind of building.

NO PARKING IN POLICE PARKING DUE TO FIRE TRUCK USE!!

If a violation is recorded for noncompliance of parking, ½ of deposit will NOT be refunded.

Please Sign in agreement of parking rules: _____