



Customer Code: _____

Invoice Id: _____

COMMUNITY HALL RENTAL AGREEMENT

RENTER CONTACT INFORMATION

NAME	
STREET ADDRESS	
CITY, ST, ZIP CODE	
PHONE	
E-MAIL ADDRESS	
DATE OF EVENT	
TYPE OF EVENT	

DEPOSIT & FEES

SECURITY DEPOSIT: \$150.00 (REFUNDABLE AFTER INSPECTION - **CAN TAKE UP TO 5 BUSINESS DAYS**)
RENTAL FEE: \$150.00
TOTAL: \$300.00

SECURITY DEPOSIT AND RENTAL FEE IS DUE BEFORE THE DOOR CODE IS GIVEN OUT

UNLESS THE DEPOSIT IS PAID AT THE TIME OF REQUEST THERE WILL BE NO GUARANTEE MADE AS TO THE AVAILABILITY OF THE REQUESTED DATE.

Renter (person who signs this rental agreement) is to read and sign this Community Hall rental application agreeing to terms and conditions of rental. **Renter** is to pay \$150.00 security deposit along with \$150.00 rental fee before the door code will be released to renter.

After the end of the rental period, on the next available business day, a City Hall employee will do an inspection of the Community Hall to ensure that it is clean, no damage is observed, and no violation of the agreement has occurred.

If the Community Hall is clean, no damages are observed and no violations to the agreement have occurred, a check will be processed to reimburse the **Renter** (person who signs the rental agreement) the \$150.00 security deposit. This process can take up to 5 business days.

****THERE IS A \$10 FEE FOR CANCELLATIONS ****

RULES AND REGULATIONS

COMMUNITY HALL RENTAL

THE FOLLOWING RULES AND REGULATIONS ARE TO BE FOLLOWED WHEN USING THE COMMUNITY HALL:

****PLEASE DO NOT PARK TO THE LEFT OF THE WHITE FENCE****

1. **RENTER MAY NOT ENTER THE FACILITY BEFORE THE RESERVATION BEGINS. YOU ARE ONLY ALLOWED TO USE THE COMMUNITY HALL FOR THE DAYS YOU RESERVED FROM 7AM – 11PM.**
2. IT IS AGAINST CITY ORDINANCES TO DISTURB THE PEACE. PLEASE KEEP NOISES DOWN TO AVOID COMPLAINTS. THE COMMUNITY HALL MUST BE VACATED BY 11:00 PM.
3. ANIMALS ARE **NOT ALLOWED** INSIDE OF THE COMMUNITY HALL.
4. THE TABLES, CHAIRS, ETC., ARE PROVIDED WITH THE RENTAL OF THE COMMUNITY HALL. THESE ITEMS ARE **NOT** TO BE TAKEN OUTSIDE OF THE BUILDING OR OFF CITY PROPERTY. RENTER IS RESPONSIBLE FOR SET UP AS WELL AS CLEANING AND PUTTING THEM AWAY.
5. **ALCOHOLIC BEVERAGES ARE PROHIBITED IN ANY PUBLIC OR CITY OWNED PROPERTY. THIS INCLUDES THE COMMUNITY HALL!**
6. **PLEASE DO NOT PUT ANY KIND OF TAPE, TACKS, OR NAILS IN THE WALLS, CEILINGS, DOORS, OR FLOOR.**
7. **THIS IS A SMOKE FREE PUBLIC BUILDING. NO SMOKING IN THE COMMUNITY HALL!**
8. TURN OFF ALL THE LIGHTS WHEN YOU LEAVE THE BUILDING AND MAKE SURE ALL DOORS ARE CLOSED AND LOCKED.
9. THE BUILDING WILL BE CLEAN WHEN YOU RENT IT. IT MUST BE IN THE SAME CLEAN CONDITION FOR YOUR ENTIRE DEPOSIT TO BE RETURNED, THIS INCLUDES SWEEPING AND MOPPING THE FLOOR. **YOU MUST BRING YOUR OWN CLEANING SUPPLIES.** A CITY HALL EMPLOYEE WILL INSPECT THE BUILDING BEFORE DEPOSIT IS RETURNED, IF IT IS NOT CLEAN YOU WILL NOT GET YOUR FULL DEPOSIT BACK.
10. YOU ARE RESPONSIBLE FOR ANY DAMAGES THAT OCCUR DURING YOUR RENTAL OF THE COMMUNITY HALL. PLEASE BE AWARE THAT YOU WILL BE HELD LEGALLY RESPONSIBLE FOR ANY DAMAGES.
11. BE SURE TO CHECK OUTSIDE WHEN YOU ARE CLEANING UP. IF YOUR GUESTS HAVE DROPPED THINGS OUTSIDE, PLEASE CLEAN IT UP.
12. WATER SLIDES ARE PROHIBITED FROM USE ON CITY PROPERTY.
13. IF THE COMMUNITY HALL IS CLEAN, AND THERE ARE NO DAMAGES OBSERVED AND NO VIOLATIONS OF THE RENTAL AGREEMENT, THE SECURITY DEPOSIT WILL BE RETURNED TO THE RENTER WITHIN 5 BUSINESS DAYS.

IF YOU HAVE ANY QUESTIONS REGARDING THE RULES AS STATED ABOVE, PLEASE DISCUSS THEM IN ADVANCE WITH A CITY HALL EMPLOYEE.

Facility Use Guidelines Checklist

1. Renter may not enter the facility before the agreed upon reservation time. The reservation will be from 7am until 11:00PM on the day of the event.
2. Reservations must allow time for setting up, decorating, break down and cleaning up.
3. Renter is responsible for the setting up of tables.
4. Renter is responsible for wiping down and putting away tables and chairs.
5. Renter is responsible for sweeping and mopping the floor after the event.
6. Renter is responsible for taking trash out of the Hall and placing it in a dumpster on site.
7. Renter is responsible for taking or disposing of all food and drink items. No items are to be left in the kitchen and/or refrigerator.
8. Renter is responsible for cleaning bathrooms and emptying trash from them.
9. Renter is responsible for cleaning any mess made outside of the Community Hall or parking lot.
10. Renter may not hang decorations from ceilings or on walls.
11. Renter must leave the building as it was found at the end of the reservation time.

CLEANING AGREEMENT

___ FLOORS SWEEPED AND MOPPED

___ BATHROOMS CLEANED (TOILETS, SINKS, ETC.)

___ TRASH CANS EMPTIED AND NEW BAGS PUT IN

___ REFRIGERATOR CLEANED AND EMPTIED

___ KITCHEN SINK AND COUNTERS CLEANED

___ TURN OFF ALL LIGHTS AND MAKE SURE ALL OUTSIDE DOORS ARE CLOSED AND LOCKED

INVENTORY AGREEMENT

___ RECTANGLE PUSH BROOM

___ BROOM

___ MOP AND BUCKET

___ PLUNGER

___ TOILET BOWL BRUSH AND CADDY

___ FOLDING CHAIRS

___ TABLES

I, _____, have agreed to make sure that all the above cleaning duties are done, and all items are returned at the end of my rental period dated on _____. I understand that if all these duties and items are not accounted for, my deposit will not be returned.

ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ATTACHED "RULES" GOVERNING THE USE AND CARE OF THE COMMUNITY HALL. I AGREE TO ABIDE BY THE PROVISIONS THEREIN. THE CITY RESERVES THE RIGHT TO REFUSE RENTAL TO ANY PERSON OR PARTY DEEMED TO HAVE BEEN IN VIOLATION OF THE "RULES". ADDITIONALLY, ANY PERSON OR PARTY DEEMED TO BE IN VIOLATION OF THE "RULES" MAY BE ASKED TO LEAVE THE COMMUNITY HALL AT ANY TIME.

RENTER SIGNATURE

DATE

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OFFICE USE ONLY

DATE OF DEPOSIT _____

DATE RENTAL FEE PAID _____

INSPECTED BY _____ DATE INSPECTED _____

DATE OF DEPOSIT REFUND _____ AMOUNT OF REFUND _____

DEPOSIT REFUND CHECK MAILED OR PICKED UP _____

DATE OF REFUND CHECK PICKED UP _____

(updated 04/10/25)