



## COMMUNITY CENTER RENTAL APPLICATION

### CONTACT INFORMATION

NAME	
STREET ADDRESS	
CITY, ST, ZIP CODE	
HOME PHONE	
CELL/WORK PHONE	
E-MAIL ADDRESS	
ORGANIZATION (IF ANY)	
DATE OF EVENT	
TYPE OF EVENT	

### FEES

RENTAL FEE \$150.00 PER DAY

CLEANING DEPOSIT \$150.00 (REFUNDABLE AFTER INSPECTION)

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

### ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ATTACHED "RULES" GOVERNING THE USE AND CARE OF THE COMMUNITY CENTER. 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 CENTER AT ANY TIME.

APPLICANT

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### OFFICE USE ONLY

DATE OF DEPOSIT \_\_\_\_\_ DATE OF DEPOSIT REFUND \_\_\_\_\_ AMOUNT OF REFUND \_\_\_\_\_

INSPECTED BY \_\_\_\_\_ DATE INSPECTED \_\_\_\_\_

**CITY OF WEBSTER  
COMMUNITY CENTER RENTAL  
CLEANING/INVENTORY AGREEMENT**

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 AIR CONDITIONER/ALL OUTSIDE DOORS CLOSED AND LOCKED

I, \_\_\_\_\_, have agreed to have all of the above cleaning duties done at the end of my rental period dated on \_\_\_\_\_. I understand that if all these duties are not accomplished, my deposit will not be returned.

INVENTORY AGREEMENT

- RECTANGLE PUSH BROOM
- BROOM
- TOILET BOWL BRUSH AND CADDY
- PLUNGER
- CHAIRS (38)
- FOLDING CHAIRS (43)
- TABLES (8)

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

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\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

COPY OF DRIVER'S LICENSE →

\* Please Do Not Park to the Left of the White Fence\*

## RULES AND REGULATIONS COMMUNITY CENTER RENTAL

PLEASE MAKE SURE THE FOLLOWING RULES AND REGULATIONS ARE FOLLOWED WHEN USING THE COMMUNITY CENTER:

1. YOU ARE ONLY ALLOWED TO USE THE COMMUNITY CENTER FOR THE TIME PERIOD YOU OR YOUR PARTY RESERVED. PLEASE DO NOT ATTEMPT TO DECORATE AHEAD OF TIME OR CLEAN UP THE FOLLOWING DAY. THE COMMUNITY CENTER MIGHT BE RENTED TO OTHERS DURING THESE TIME FRAMES.
2. IT IS AGAINST CITY ORDINANCES TO DISTURB THE PEACE. PLEASE KEEP NOISES DOWN TO AVOID COMPLAINTS. THE COMMUNITY CENTER MUST BE VACATED BY 11:00 PM.
3. ANIMALS ARE **NOT ALLOWED** INSIDE OF THE COMMUNITY CENTER.
4. THE TABLES, CHAIRS, ETC., ARE PROVIDED WITH THE RENTAL OF THE COMMUNITY CENTER. THESE ITEMS ARE **NOT** TO BE TAKEN OUTSIDE OF THE BUILDING OR OFF CITY PROPERTY.
5. **ALCOHOLIC BEVERAGES ARE PROHIBITED IN ANY PUBLIC OR CITY OWNED PROPERTY. THIS INCLUDES THE COMMUNITY CENTER!**
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 CENTER!**
8. TURN OFF ALL THE LIGHTS AND HEAT/AIR CONDITIONING WHEN YOU LEAVE THE BUILDING.
9. YOU WILL NEED TO PICK UP A KEY THE BUSINESS DAY BEFORE YOUR EVENT. LOCK ALL DOORS AND DROP OFF KEY THE NEXT BUSINESS DAY OR DEPOSIT KEY IN THE DROP BOX OUTSIDE OF CITY HALL. **IF THE KEY IS NOT RETURNED THE NEXT BUSINESS DAY YOU WILL BE CHARGED \$50.**
10. 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. THE CITY CLERK WILL INSPECT THE BUILDING BEFORE DEPOSIT IS RETURNED, IF IT IS NOT CLEAN YOU WILL NOT GET YOUR FULL DEPOSIT BACK.
11. YOU ARE RESPONSIBLE FOR ANY DAMAGES THAT OCCUR DURING YOUR RENTAL OF THE COMMUNITY CENTER. PLEASE BE AWARE THAT YOU WILL BE HELD LEGALLY RESPONSIBLE. IF THERE ARE NO DAMAGES AND/OR MISSING ITEMS, YOU MAY PICK UP YOUR DEPOSIT THE SECOND BUSINESS DAY FOLLOWING YOUR RENTAL.
12. BE SURE TO CHECK OUTSIDE WHEN YOU ARE CLEANING UP. IF YOUR GUEST HAVE DROPPED THINGS OUTSIDE IT NEEDS TO BE PICKED UP.
13. WATER SLIDES ARE PROHIBITED FROM USE ON CITY PROPERTY.

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