



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 # _____

Driver's License No _____

RENTAL RATE \$50.00 ½ day or \$100.00 full day
SECURITY DEPOSIT \$100.00

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

NON-PROFIT ORGANIZATIONS LOCATED IN ELM SPRINGS, SUCH AS GIRL SCOUTS, BOY SCOUTS, 4-H, VOLUNTEER FIRE DEPARTMENT, CHURCH GROUPS, ETC... MAY USE AT NO CHARGE. (The City of Elm Springs reserves the right to charge 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

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

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 12:00 midnight.

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

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 dust pan are beside refrigerator.**)

Wash food or other spills off of 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 original setting.

Put room and kitchen back in original condition.

Building is to be cleaned by renter when finished, **NOT THE NEXT DAY.**

Oven must be left clean.

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

Please remove all trash and place in 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

HAROLD DOUTHIT-MAYOR---479-466-8995

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 employee parking!!!**

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

****TICKETING AND OR TOWING COULD BE A RESULT IF PARKING IN RESTRICTED AREAS—EMPLOYEE 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 EMPLOYEE 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 _____