

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

Capacity: 120	
Rental Fee Paid	
Deposit Paid	
☐ Key Returned	
Key#	

Tables: 23 Chairs: 77

# ELM SPRINGS COMMUNITY ROOM RENTAL AGREEMENT

PLEASE PRINT:		
Today's Date	Date of Event	_
Time Period needed: Morning 8-2	2 Afternoon 3-10	
Name		_
Address		-
Phone #		
		<del>-</del>
RENTAL RATE	\$50.00 ½ day or \$100.00 fu	ıll day
SECURITY DEPOSIT	\$100.00	
The building may be rented any d	day of the year (excluding office hours) includ	ling holidays.
DEPARTMENT, CHURCH GROUPS,	CATED IN ELM SPRINGS, SUCH AS GIRL SCOU , ETC MAY USE AT NO CHARGE. (The City of your failure to abide by the stated rules and	f Elm Springs reserves the right to charge
	OR USED FOR GARAGE SALES, FLEA MARKETS	S, AUCTIONS, AND PROFITABLE
ORGANIZATIONS/BUSINESSES.		
By signing this agreement, the rea	nter agrees to the following conditions:	
RENTER acknowledges that refun	ds of rental fees will not be made without ju	st cause.
ensure that the facility is returned	ty in a clean, neat, orderly condition. The faci d to the proper condition. In the event the re will no longer be allowed to rent any facility o	enter does not abide by the conditions o
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 building or parking lot.

RENTER acknowledges that the City of Elm Springs reserves the right to cancel any rental at any time. A two week 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(s) # \_\_\_\_\_\_\_ 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 will be 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. Renter will be personally, and fully responsible for any damages that occur.

Renter's Signature	Date	City Representat	ive 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: Explanati	on			

# **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

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## WHEN RENTING THE COMMMUNITY 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 PARKING 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 <u>EMPLOYEE PARKING</u> 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_	