

Date:
Reserve Date:
Amt Paid:



Community Center

- | | |
|--------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Deposit \$50.00 | <input type="checkbox"/> Building Only \$125.00/per day |
| <input type="checkbox"/> Audio / Video \$50.00/per day | <input type="checkbox"/> Kitchen \$50.00/per day |

Rules and Regulations

1. Must be 21 years of age or older to rent.
2. No drugs or tobacco use are allowed in or around the facility. No firearms or weapons allowed. No animals allowed.
3. All decorations must be approved by the committee: use of adhesives, tape, staples, pushpins, nails, glitter, etc. on city property is prohibited.
4. All visible signs or decorations, including plants, must be removed and properly disposed of immediately after event.
5. Applicant must supply their own trash bags for clean-up. All bags must be properly disposed of prior to leaving the event.
6. Floors and bathrooms should be dust mopped and all surfaces wiped down.
7. There are tables and chairs available for use. Do not sit or stand on tables or chairs. Tables and chairs are not to be removed from facility and should be stored before leaving.
8. If kitchen is rented, it must be left in clean condition. Grill, stove, and oven cleaned and all items removed from the refrigerator. Empty coffee pot and turn it off.
9. If audio and video equipment is rented, please turn off after use and lock all equipment up.
10. Loud and excessive noise(music included) is strictly prohibited.

We accept checks, cash, cashier checks, credit card and money order.

- Payment in full is required within 72 hours after booking or the reservation shall be cancelled.
- Rental rate is determined by what parts of the facility is rented.
- Cancellations are required at least 10 days prior to the reservation date or no refund will be given.
- Your group is expected to leave the area in a clean condition, free from damage, debris, and litter.
- The city is not responsible for security of any item brought in or left in the facility.
- Please Coordinate with City Complex for access to building.

I have read the above information completely and I agree to the terms of this agreement.

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Renter	Date
Address	
City, State, ZIP	Telephone