

SENIOR CENTER/CONFERENCE ROOM RENTAL AGREEMENT

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

DATE FACILITY TO BE RENTED: _____

The following charges shall be collected for the use of the following facilities:

Conference Room (Room 153) - \$25.00 per four hours or portion thereof.

Senior Center (Room 162) - \$75.00 per daily event, accompanied by a \$25.00 deposit. Said deposit shall be returned upon satisfactory cleanup.

RULES ARE AS FOLLOWS:

- 1. Garbage must be removed from facility.**
- 2. Renter to provide their own cleaning supplies.**
- 3. If facility is rearranged (any furniture/item moved), these must be placed back as found.**
- 4. Facility must be cleaned after use.**

The person responsible for renting said facilities are responsible for any damages occurring to the facilities during said use.

Signature

Date

***Keys can be picked up at the City Clerk's Office the day prior to rental.**

***Keys must be returned the following day after rental. May be deposited in the after hours drop slot.**