

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.