

CITY HALL MEETING ROOM – RENTAL FORM

Name: _____

Organization (if applicable): _____

Address: _____ Phone#: _____

City: _____ State: _____ Zip: _____

Purpose of Renting Room: _____

Date/Time of Use: _____

RENTAL FEES AND CLEANING DEPOSIT

Rental Fee per Day: \$75.00 Date Paid: _____ Receipt #: _____

Cleaning Deposit: \$100.00 Date Paid: _____ Receipt #: _____

- Dates will not be guaranteed until the rental form is completed and submitted to City Hall with all applicable fees and deposits paid in full.
- The Rental Fee is \$75.00 per day and is non-refundable.
- The Cleaning Deposit is \$100.00 and is refundable provided that all conditions as outlined in the Cleaning Instructions are met and no damages are incurred. A City employee will inspect the area and make this determination. The deposit will be refunded via check and mailed to the address listed above unless other arrangements are made.
- The meeting room may not be sublet to another individual or group.
- *Please note that a key will need to be obtained from a City Hall staff member the day prior during normal business hours (8-5).*

RULES FOR USE

- You **MAY** post/hang items on the walls using tape only.
- You **MAY NOT** use nails, push pins, tacks, etc. on the walls or doors or remove any wall hangings or pictures.
- You **MAY NOT** remove the flags from the meeting room.

- You **MAY** use the table and chairs inside the building only. Tables and chairs **MAY NOT** be removed from the building.
- You **MAY NOT** use a deep fat fryer inside the building or within 20 feet of the building.
- **YOU ARE RESPONSIBLE** for anyone that attends the event or anything that is brought into the building. If you bring equipment into the building, you are required to ensure that the equipment does not damage the floor(s).

CLEAN UP INSTRUCTIONS

- Arrange the tables and chairs according to the chart on the meeting room door. Excess chairs should be stacked in the corner.
- Vacuum floor of meeting room.
- Remove all trash from kitchen, bathrooms, etc. Trash cans are located at the rear of City Hall.
- Clean Kitchen. Wipe down counters, sink, microwave, stove, and refrigerator.
- Vacuum/Sweep and Mop lobby, bathrooms, hallway, and kitchen floors.
- Cleaning supplies are located in the closet at the end of the hallway off the kitchen.
- **Securely lock ALL doors when leaving and return key next business day or place in drop box in the front door of City Hall.**

The use of this room is a privilege that the City extends to individuals. Please treat the room and property with respect. The rental fee is charged to offset the costs associated with operating the building such as electricity, water and cleaning supplies. If the cleanup instructions are followed as outlined above and no damages have been incurred, the deposit will be refunded.

OFFICE USE ONLY

Cleaning Instructions Followed: Yes No Inspected By: _____

Check Request Submitted By: _____ Date: _____

Check #: _____ Date Mailed: _____