

CITY OF MANLY COMMUNITY CENTER RENTAL AGREEMENT

CONTACT INFORMATION:

Organization/Responsible Party _____
Address _____
Phone _____ day _____ evening _____
Email _____

RESERVATION INFORMATION:

Date (s) reserved _____
*** please note that extra days are billed at a rate of \$35.00/day *****

Time of Reservation _____
**** please allow for set-up and clean-up time****

Estimated # of guests _____

Purpose of reservation _____

Person responsible for key pick-up _____
**** key will only be given to the person listed and if payment has been received**
**** You must be 21 years of age or older to reserve the community center****

RENTAL RATES:

Please check all that will apply to your reservation

Community center	\$75.00 per day	_____
Extra Days	\$35.00 per day	_____
Non-Profit group	\$10.00 per day	_____
** 501(c)3 status ***		
Non-Profit with kitchen use	\$15.00 per day	_____
City Council Chambers	\$15.00 per day	_____
Total Fee		\$ _____

A \$100.00 deposit will be required at the time the room(s) are reserved. Please do not include the hall rental fee with the \$100.00 deposit. A separate payment will be required for the deposit. Any damage or extra cleaning will be charged on a time and material basis and will be deducted from your deposit. Hall cleaning instructions will be attached to this agreement.

COMMUNITY CENTER RENTAL AGREEMENT

DAMAGE/CLEANUP DEPOSIT

A \$100.00 deposit will be required for all rentals payable at the time of the reservation. The deposit will be returned if the community center is left clean and undamaged. If the community center is damaged in any way, the party signing the rental agreement shall be responsible for the reasonable cost of repair and clean-up.

1. Absolutely no tape on the walls, windows, doors, cabinets, ceiling or any other surfaces than the tables and chairs. Tape used on tables and chairs must be completely removed afterward.
2. All garbage must be bagged and disposed of in the garbage cans located in the alley. All cardboard must be taken home with you, it is prohibited by law to put clean cardboard in the landfill.
3. Cleaning supplies are located in the closet. When cleaning the wood floor please sweep first and then use only a damp mop to wash the floor. Floor cleaner for the other floor surfaces is in the closet. A splash of floor cleaner to a bucket of water is sufficient. All cleaning supplies are provided.
4. Remove all of your belongings from the Community Center when finished, including all items in the refrigerator.
5. All kitchen and bathroom facilities must be clean. Please make sure counter tops, sinks, floors, and other surfaces are wiped down.
6. If confetti and/or streamers are used please make sure they are cleaned of and disposed of properly.
7. Tables are to be left up and stacked neatly on top of each other along both sides of the room. **Do Not drag** them across the floor and **Do Not stand** or stand or sit on them.
8. Smoking is not allowed in the Community Center, by state law.
9. The City of Manly is not responsible for lost or stolen items.
10. All children must be supervised by an adult at all times.
11. Lock doors, turn off lights, make sure both stoves are off and place key under Council Chamber office door.
12. Dish towels are not provided, If dishes are used they must be washed and returned to the proper cupboards.
13. Chairs must be returned to the chair rack.
14. Spill on the floor must be cleaned up immediately to avoid staining.
15. When opening the front door, make sure the silver button is popped out before leaving the building, if it is not popped out you will be locked out of the room.