

CITY OF MANLY COMMUNITY CENTER RENTAL AGREEMENT

CONTACT INFORMATION:

Organization/Responsible Party _____

Address _____

Phone _____ Email _____

RESERVATION INFORMATION:

Date(s) reserved _____

Time of reservation _____ 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****

****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 \$100.00 per day _____

Non-Profit Group (501(c)3 status) \$50.00 per day _____

TOTAL FEE \$ _____

A \$150.00 cash deposit will be required at the time the room is reserved. Please do not include the hall rental fee with the \$150.00 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. If damage is over the \$150.00 deposit payment is expected for full amount of damage or anything missing. Hall cleaning instructions are attached to this agreement.

COMMUNITY CENTER RENTAL AGREEMENT

DAMAGE/CLEANUP DEPOSIT:

A \$150.00 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/or cleanup.

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 afterwards.
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.
3. Cleaning supplies are located in the closet. When cleaning the wood floor please sweep first then use 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. The City of Manly is not responsible for lost or stolen items.
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 can be left up as long as they are lined up along the sides of the room. **Do not drag tables across the floor. Do not stand or sit on tables.**
8. Smoking is not allowed in the Community Center by state law.
9. All children must be supervised by an adult at all times.
10. Lock doors, turn off lights, make sure both stoves are off and place key on counter.
11. Dish towels are not provided. If dishes are used they must be washed and returned to the proper cupboards.
12. Chairs must be returned to the chair rack.
13. Spills on the floor must be cleaned up immediately to avoid staining.
14. When you leave make sure you leave key on counter along with check list and lock the door on your way out.

Checklist:

- | | |
|--|--|
| *Clean and put away any/all dishes used | *Empty out refrigerator |
| *Wipe down all countertops and tables | *Wipe down bathroom |
| *Sweep and mop all hard floors in Bathroom, Kitchen and Hall | *Vacuum floor |
| *Take out garbage and replace with new garbage bags | *Folded tables lined up against the wall |
| *Chairs put back on chair rack | |

By signing you have read and agree to all of the above terms.

Signature of Responsible Party _____

Initials of Clerk/Deputy Clerk _____