

**RENTAL AGREEMENT**

**EAST SPRINGFIELD COMMUNITY RECREATION & SERVICE CENTER**

**RENTAL FEE**

**LARGE BUILDING - \$125.00 - - - - SMALL BUILDING - \$100.00**

**\$25.00 Deposit due at reservation, balance due 72 hours prior to event. Deposit refundable after building inspected. Civic organization meetings – donation only. Fund raising dinners – regular fee. Cooking facilities obtainable at additional cost. Such as roasters etc.**

Rental Date: \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Building requested: Large \_\_\_\_\_ Small \_\_\_\_\_

Event: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Renters Signature: \_\_\_\_\_

**RENTER’S RESPONSIBILITIES – Terms & Conditions**

**RENTAL FEE:** Rental fee is payable at the time of reservation. Checks returned for insufficient funds will result in \$30.00 additional fee plus value of check.

**USE:** The Center will only be rented to a responsible adult. Renter agrees to be present the entire time the building is rented, enforce all rules and use the Center only for lawful and non-disturbing activities. If trustees deem any activity to be disturbing or unlawful trustees reserve the right to terminate this rental agreement without refund and have renter removed from premises.

**SECURING THE CENTER:** Arrangements for Center to be unlocked will be made at the time of rental reservation.

**CANCELLATION POLICY:** A 72 hour notice is requested for cancellation. Rental fee will be nonrefundable without proper notice.

**YOUTH ACTIVITIES:** Must have **responsible adult** present during the entire event.

**NO ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES OR SMOKING IN BUILDING.**

**No tacks or nails are to be used for decorations. Scotch tape only. Garbage bags (including bathroom bags) to be disposed of in hopper and clean bags inserted into garbage cans. Renter supplies own bags. Toilet paper/paper towels supplied by Center.**

## **CLEANUP PROCEDURES**

### **KITCHEN:**

- \*Trash bags removed and replaced. Garbage disposed in large trash Bin at the Firehall.
- \*Appliances, sink and counters washed and cleaned.
- \*Dishes, coffee pot, pans, roasters etc. are to be washed and put back.
- \*Floors swept and cleaned.

### **LARGE HALL AREA:**

- \*Tables and chairs returned as found prior to rental.
- \*Floor swept and mopped if needed.
- \*All lights must be turned off.
- \*Heating thermostat needs to be turned to 55 degrees and air conditioners unplugged.
- \*If decorating the hall for an event, use tape only and please remove after event is over.

### **BATHROOMS:**

- \*Must be cleaned and trash removed.

### **OUTSIDE GROUND AREA:**

- \*Area surrounding the Center including the parking lot shall be free of any trash.
- \*Plants and flowers must not be damaged.
- \*Renter will be held responsible for any damage done to building or grounds.

Updated Jan. 2017