

Rental Form

Type of Facility: _____

Type of function: _____

Number of guests invited: _____ Number of guests expected: _____ Alcohol at event: ___ Yes ___ No

Date of Event: _____ Time to enter bldg.: _____ Time to leave bldg.: _____
(MUST PAGE DUTY OFFICER 15 MINUTES PRIOR TO SCHEDULED ARRIVAL TIME)

Name: _____
(Refund check will be made payable to this name)

Address: _____
(Refund check will be mailed to this address) city state zip

Home Phone: _____ Business Phone: _____

E-Mail Address: _____

I, the undersigned, understand that I am responsible for all items as listed on the back of this form and I have initialed each place indicated. I agree to pay ALL fees **45 days** prior to rental date and complete a walk-thru of the building within 7 days prior to the rental date. All fees not paid 45 days in advance will be increased by 20% of unpaid balance. *I also agree and understand that I must page the duty officer at 208-2000 (digital), 15 minutes prior to arrival time to get into the building for my event.*

I also understand that if anything is broken or missing, the cost of extraordinary clean-up, repair or replacement of item/items will be deducted from my deposit. I also understand that if my event goes over the scheduled time, the additional hourly fees will be deducted from my deposit. If clean-up, repairs, or replacement is more than my deposit, the costs will be assessed and I will be billed.

User's Signature

Date

FOR OFFICE USE ONLY

In District (Y or N)

Recreational Tags: (Y or N)

Rental \$ _____ Date: _____ Pmt: _____ Taken By: _____

Entered in Computer:

Date Entered: _____

Who Entered: _____

Deposit \$ _____ Date: _____ Pmt: _____ Taken By: _____

Additional Pmt: _____ Date: _____ Taken By: _____

Additional Pmt: _____ Date: _____ Taken By: _____

Constable Called:

Date Called: _____

Who Called: _____

Constable \$ _____ Date: _____ Pmt: _____

Time: _____

Walk Thru Date: _____ Entered By: _____ Completed: (Y or N) staff _____

Notes: _____

RENTAL FOR All Facilities (must initial each line):

- I agree to follow ALL clean up procedures as listed or I will be charged extra.
- I agree to clean and stack ALL tables and chairs and return them in the proper storage area.
- I agree to NO smoking in the building and will enforce this with my guests.
- I agree to pay ALL my fees **45 days** prior to the event or I will pay in **cash** if less than 45 days.
- I will have a MUD appointed constable during my event when serving alcohol and during the entire time alcohol is present in the building.
- I understand that if I cancel my event less than 45 days prior to the event, I will forfeit my rental fee.
- I understand that if I wish to use any of the following, I check them out: stereo, piano, podium, fireplace key, or ice chest, and that if there is damage or a loss, the cost to repair or replace will be my responsibility and may be deducted from my deposit.
Stereo Piano Podium Fireplace Key Ice chest
- I agree to put decorations ONLY on windows. Putting decorations on the light fixtures is a fire hazard.
- I agree to sweep up all debris and to wipe up all spills, including bathroom and kitchen areas.
- I understand that all Park and Playground areas close at 10 p.m.

CLEAN UP :

- Bag and tie trash bags, place in blue trash cans outside the pool house.
- Clean up appliances and countertops that were used in the kitchen.
- Our fireplace has a log set and key (must get from duty officer) for the gas. If you used the fireplace, please be sure to turn off the gas before leaving the building. DO NOT use wood in the fireplace.
- Turn off the sound system and television if you used them.
- Place decorations only on the glass, do NOT place on walls or light fixtures. Take down ALL decorations placed inside and outside the center, and clean up ALL messes created. Please only use birdseed for your wedding event. (If balloons are left in the facility, there will be an additional charge to remove them.)
- Please sweep up all debris and mop up all spills, including bathroom and kitchen areas.
- Please do NOT put liquids in trash cans. Grey containers have been provided to allow liquid items to be picked up and emptied in the sink.