



MONROE CITY COMMUNITY CENTER RENTAL POLICY AGREEMENT FORM

If there are any damages done to the building during the time of rental, the renter will be responsible for the total cost of repairs.

Rent- \$35.00 per reservation, Commercial Use 75.00 per day. Deposit \$100.00(refundable)

Name: _____ Phone: _____

Address: _____

Requested Date: _____ Number Attending: _____ Activities: _____

Reason for reservation: _____

Reservations are for the use of the community center only at the designated date. All other areas and amenities are open to the public on a first-come first -served basis.

Responsibilities

PLEASE CHECK OFF LIST WHEN EACH JOB IS COMPLETED THANK YOU.

- _____ 1. The renter will be responsible for putting away the tables and chairs.
- _____ 2. The renter will be responsible for the general care of the floors including vacuuming and mopping.
- _____ 3. The renter will be responsible for checking the restrooms. (Flush the toilets, empty wastebaskets, and clean as needed.)
- _____ 4. The renter will be responsible for cleaning up the trash both inside and outside the building. Place trash in garbage cans provide on the north side of the building.
Replace all trash cans in building with clean liners provided in cupboard in restroom or underneath sink.
- _____ 5. The renter will be responsible for cleaning the kitchen. No food or ice to be left in the refrigerator. Please clean the sinks. Please clean as needed.
- _____ 6. **PLEASE DO NOT LEAVE THE BUILDING UNATTENDED!**
- _____ 7. The renter will not be allowed to remove chairs or tables from building.
- _____ 8. The renter will not be allowed to use colored punch in the building.
- _____ 9. The renter will lock all doors and windows after use.
- _____ 10. **RETURN KEY TO THE CITY OFFICE ALONG WITH COMPLETED CHECKLIST. IF AFTER HOURS, THEY CAN BE PUT IN NIGHT DROP BOX.**
- _____ 11. **MONROE CITY WILL NOT BE HELD RESPONSIBLE FOR ANY ACCIDENT OR INJURY.**
- _____ 12. If upon arrival the building is not in satisfactory condition, please contact Monroe City @ 527-4621. If after hours please contact on-call employee, whose information will be on the city answering machine.

**I AGREE THAT I WILL BE HELD RESPONSIBLE FOR ANY DAMAGES TO THE BUILDING AND
FIXTURES WHILE IN MY CARE AND AGREE TO COMPLETE THE ABOVE-MENTIONED
RESPONSIBILITIES TO THE FULLEST.**

SIGNATURE _____ **Date:** _____
Must be 18 years of age or older to sign for use of community center.