

Conesville Community Building Rental Contract

Name: _____

Date of Event: _____

Phone: _____

Type of Event: _____

Address: _____

I agree to the following terms and conditions for renting the Conesville Community Building

1. Rental fee is \$100 to be paid prior to the event.
2. Rental damage deposit is an additional \$100 to be paid prior to the event. (if the building is clean and undamaged, a check will be issued to you after the event)
3. No smoking or alcohol is allowed in the building or outside on city property.
4. No animals are allowed in the building.
5. No staples or tacks used on the walls for decorations. Tape or Command strips are acceptable but need to be cleaned off the wall after the event.
6. **No decorations to be put on the mural.**
7. **No charcoal, propane, or gas grills inside the building!**
8. You are responsible for setting up and taking down tables and chairs. Empty carts can be stored in cleaning room during event.
9. If your event spills over to 3rd street park, be sure to clean that up as well. There is a trash receptacle there too.
10. You must be out by midnight. Please take everything with you at this time.
11. You will be given a code to enter the building the night before your event. Clerk will communicate with you if it is possible to come in that night to decorate. This is **NOT** always possible if the hall is rented two days in a row and can only be done the evening before...not the day before.

Cleaning after your event:

- You are responsible for:
 - Sweeping and vacuuming
 - Wiping counters and tables
 - Cleaning any spills on floors immediately
 - Ensure bathrooms are clean
 - Empty all trash containers and place trash in outside bins
 - Take all pop cans or bottles for recycling with you.
 - Pick up 3rd street park if event has spilled over to there
- Leave wet cloths and towels draped over sink to dry.
- Place tables and chairs back to how you found them (see pictures), unless otherwise asked by the City Clerk. Full carts are **NOT** to be put in cleaning room but left in hall.

Signed: _____

Date: _____

City Clerk complete: \$100 Rental \$100 deposit Paid by: _____ Date: _____

Deposit Return Check # _____ Date: _____