

GERONIMO COMMUNITY BUILDING

FACILITY RENTAL AGREEMENT

DATE OF RENTAL: _____ TIME: _____

RENTER'S NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ CELL PHONE: _____

PURPOSE OF RENTAL: _____

By signing this agreement, the renter agrees to the following conditions:

RENTER acknowledges that refunds of rental fees will not be made without just cause.

RENTER agrees to leave the facility in a clean, neat, orderly condition. The facility will be inspected after each rental to ensure that the facility is returned to the proper condition. This inspection will consist of all the items on the attached list. If the functions as listed are not performed, if the facility is left in less than satisfactory conditions or if physical damage is done to the facility, the renter will be charged their deposit of \$50.00 for any cleaning or maintenance that is required to bring the facility back to the proper condition. Any costs for materials needed for repairs or clean-up will be in addition to the deposit of \$50.00. In the event the deposit is not large enough to cover the cost of repairs or clean-up, the renter will be billed for the additional costs. In the event the renter does not abide by the conditions of this rental agreement, the renter will no longer be allowed to rent any facility of the City of Geronimo.

RENTER agrees to release the City of Geronimo from liability resulting from any loss, damage or expenses of any kind occasioned by, or arising out of any accident or other occurrence, causing or inflicting injury, and or damage to any person or property during use of the facility.

RENTER agrees that there is to be no smoking inside any Geronimo facilities. RENTER agrees that there is to be no alcohol in building or parking lot.

RENTER acknowledges that they will receive a key to the facility requested by this agreement. If they key is not returned to City Hall, the renter will be responsible for the cost of changing the locks on the facility. In the event any door of the facility is left unlocked, the deposit will not be refunded. The key must be returned to City Hall before the deposit will be returned.

RENTER acknowledges that the deposit will be held for 3 working days after the rental.

RENTER acknowledges that the City of Geronimo reserves the right to cancel any rental at any time. A two week notice of cancellation will be given. In the event it is impossible to give two weeks notice, as much notice as possible will be given.

I certify that I have read, understand, and agree to the above rules.

Renter Signature

Date

City Representative Signature

Date

I, _____, have read, understand and received a copy of the Checklist and Rules for the Geronimo Community Building. I understand that these rules apply and items need to be completed before any deposit will be returned.

Signature

Date

Office Use Only

Rental Paid: _____ (Circle One) Cash Check Check #: _____

Deposit Paid: _____ (Circle One) Cash Check Check #: _____

Key #: _____

Key Returned On: _____

Deposit Returned On: _____

Deposit Retained Explanation:

City of Geronimo Community Building Checklist and Rules

Please make sure you have followed this checklist before you return your key to City Hall. If these steps have not been taken, you will not receive your deposit back.

The City of Geronimo is not responsible to supply any paper products or cleaning supplies. This includes paper towels, toilet paper, cleaner of any type, and additional trash bags.

1. If you decorate, please make sure to take down all decorations. Do not use any tape on the walls. Please leave the Community Center pictures and decorations alone.
2. **Do Not Move the Piano for Any Reason.**
3. Do not move or unplug the coffee pot. If you wish to use it, you must provide the coffee and the filters.
4. Any spills on the floor or tables must be cleaned.
5. Do not leave any leftover food in the freezer or refrigerators.
6. The kitchen should be cleaned and left as you found it.
7. If you use the tables from the storage room, you must put them back up.
8. Make sure all the tables and chairs have been put back the way you found. There should be four (4) round tables and two (2) rectangle tables set up. There should be six (6) chairs at each table.
9. Empty all garbage cans.
10. Make sure the thermostat is set at 75 degrees before you leave. Turn the ceiling fans off. Do not change the speed.
11. **Collect all personal belongings. The City of Geronimo is not responsible for any items that you leave behind.**
12. Make sure all inside and outside lights are off before you leave.
13. Make sure all doors are securely locked.