

Hooper City Civic Center Community Room Rental Agreement

Fee _____

\$200 Deposit

Name: _____ Phone #: _____

Rental Date: _____ Resident _____ Non-Resident _____

Event: _____ How many in party _____

Address: _____

I agree to pay all rental fees and deposits three weeks in advance of the room rental. If payment is made less than three weeks, the fee must be paid by money order or cashiers check. I understand that the deposit will be refunded if the community center is left neat, clean, all rules have been followed and there are no damages. Deposit may take 15 days to be refunded.

I agree to adhere to the following rules and regulations to be illegible for a deposit refund:

1. **No food or drink served that have dyes in them (jello, colored drinks, etc).**
2. **No alcoholic beverages** allowed in building.
3. **No smoking** allowed in the building or withing 25 feet outside of the building..
4. **No candles, fire or anything flammable** is allowed in or around the building.
5. No decorations will be permitted which are taped, tacked, stapled, nailed or otherwise fastened to the walls, ceiling, doors, furniture or floors of the facility.
6. You are responsible to leave the parking lot free of trash and debris.
7. There will be no alterations or moving of furnishings or equipment in the building. Please leave the tables and chairs set up as found.
8. The building will not be used after 11:00 p.m.
9. You are responsible for removing own trash.
10. You must bring own supplies, utensils and garbage bags for the kitchen. **The kitchen is for warming food not cooking.**
11. You are responsible for all guests.
12. You are responsible for vacuuming, mopping in kitchen and making sure all areas are left clean such as **bathrooms, hallways, glass in front doors, etc.**
13. You are responsible for any loss or damage to the building and furnishings during your rental period.
14. **You will lock all doors and turn out lights before you leave.**

It is prohibited and deposit will be forfeited if anyone drives on the lawn around the Civic Center or in the Park.

Signature

Date

Date deposit refunded: _____

Reason deposit refund was denied: _____