

Cherryvale Community Center Rental Agreement



Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
E-Mail Address	

Rental Information

Date of Rental	
Type of Activity	
Time:	
Estimated Attendance	
Will There Be Alcohol?	

Room (Rental Under 4 hours)	Hourly Rate	Hours	Total
North Gym	\$15.00		
North Gym and Kitchen	\$20.00		
South Walking Room	\$15.00		
South Walking Room and Kitchen	\$20.00		
Tile Meeting Room	\$5.00		
Tile Meeting Room and Kitchen	\$10.00		
Carpet Meeting Room	\$5.00		
Carpet Meeting Room and Kitchen	\$10.00		
Kitchen Only	\$10.00		
Tarp Flat Rate Fee	\$25.00		
Refundable Deposit	\$30.00		
Total Amount Due at Time of Rental			

Room (Rental Over 4 hours)	Flat Rate	Deposit	Total
Entire Building	250.00	50.00	
North Gym & Kitchen	100.00	30.00	
South Gym & Kitchen	100.00	30.00	
Carpet Meeting Room & Kitchen	20.00	30.00	
Tile Meeting Room & Kitchen	20.00	30.00	
Tarp Flat Rate Fee	25.00		
Total Amount Due at Time of Rental			

Additional Requirements

Refundable Deposit is required-\$30.00

Tarp Flat Rate Fee- \$25.00 (required to pay if food/beverage will be in Gym)

You are not allowed to utilize any room that has not been rented per the rental agreement.

No Alcohol is allowed on the premises without prior approval from City Council.

Policy

If you rent the Cherryvale Community Center you are responsible for the following;

1. Sweep floors.
2. Clean the kitchen counter and stove and make sure the stove is turned off. (If rented)
3. Restrooms are to be left clean. (Flush all toilets)
4. Empty all trash baskets and take them to the dumpster outside.
5. Return all tables and chairs to their storage rack and return all cleaning tools (brooms, dustpan, etc.) to their storage closet.
6. The sponsor of the event is responsible for insuring the building has been cleaned (kitchen, bathrooms, and floors must be cleaned and all trash has been taken to the dumpster) after the event.
7. You are responsible for any damages to this property! Your Deposit will not be refunded and you will be invoiced for the remaining balance!
8. No tape, adhesives, tacks or similar materials may be placed on walls
9. You are not allowed to utilize any room that has not been rented per the rental agreement.
10. You will be subject to rental fees for any unauthorized use of non-rented rooms.

**** Your deposit will be returned after inspection of the premises (within 48 hours of rental date).

If the Community Center is not unlocked at the time of rental please call 620-336-2121 or 620-336-2400; and notify them that you are ready for the Community Center to be locked up.

Agreement and Signature

I, THE UNDERSIGNED RENTER OR ITS AUTHORIZED AGENT, AFFIRM THAT I HAVE READ AND UNDERSTAND THE CONDITIONS, STIPULATIONS AND TERMS OF THIS RENTAL AGREEMENT, AND AGREE TO ACCPT THE SAME.

Name (printed)	
Signature	
Date	