

RENTAL AGREEMENT FOR THE ROY C. REITZEL CENTER

Name (Please Print): _____ Title: _____
Name of Organization: _____
Address: _____ Zip: _____
Phone (Home): _____ Phone (Work): _____
Time of Event: _____ Date of Event: _____
Actual time needed for event: From: _____ To: _____
How many people do you expect to attend ? _____

Cleaning Deposit (due with this signed agreement) (Deposits returned after facilities pass a satisfactory inspection)	\$100.00
Church and Recognized Civic Organizations	\$ 11.00
Clubs/other organizations	\$ 27.00
All other groups	\$ 55.00
(Under no circumstances may the renting party use public property for the purpose of making a profit)	

I, the undersigned, for myself and any person associated with the event, will be responsible for any damages done at the Reitzel Center during the event time specified above. I agree that there will be an inspection of the center following the event by a Town representative and if any damages are found, I agree to pay for the required repairs. I further agree to the following:

1. Please provide your own dishtowels and garbage bags.
Note: Dishes and silverware in the ivory cabinets belong to the Senior Adults and are not included in the building rental.
2. Clean the kitchen after use.
3. Dispose of garbage in trash cans provided.
4. Please do not move the piano
5. Upon leaving the building, please flush urinal and commodes and ensure they do not continue to run.
6. Ensure tables and chairs are back to their original positions, if you rearranged them.
7. All lights are off.
8. Heat or air condition is turned off (in extremely cold weather, turn thermostat to 60 degrees).
9. Return Reitzel center Key to Town Hall and arrange for final inspection.

I, the undersigned, for myself and any person associated with the event, do hereby release, indemnify, hold harmless and defend the Town of Liberty, its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgement of every name and description brought against the Town of Liberty as a result of loss, damage or injury to person or property that may occur during my use of the Reitzel Center and insure that I will faithfully comply with the terms of this agreement.

Signed: _____ Date: _____

TO BE COMPLETED BY TOWN HALL	
Approved: _____	Title: _____
With the following exceptions: _____	

Total Fee: \$ _____	
Final Inspection by: _____	Deposit Returned (Date): _____
