TOWN OF LIBERTY

RENTAL AGREEMENT FOR THE ROY C. REITZEL CENTER

Reitzel Center can be rented during the hours of 8:00 AM – 12:00 AM (Weekends)
5:00 PM-10:00 PM (Weekdays)

(Under no circumstances may the renting party use public property for the purpose of making a profit)

I, 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 in the application. 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. I will obey all Town of Liberty ordinances regarding the use of town property.
   Note: Ordinance 130.06 prohibits alcoholic beverages on town property.
2. Please provide your own dish towels and garbage bags.
   Note: Dishes and silverware in the ivory cabinets belong to the Senior Adults and are not included in the building rental.
3. Clean the kitchen after use.
4. Dispose of garbage in trash cans provided.
5. Please do not move the piano.
6. Upon leaving the building, please flush urinals and commodes and ensure they do not continue to run.
7. Ensure tables and chairs are back to their original positions, if you rearrange them.
8. All lights are off.
9. Return Reitzel Center Key to Town Hall the next business day after rental.
   Note: The Rentee must pick up the key on the weekday prior to their rental date. If a holiday occurs before the rental, it is the Renter's responsibility to ensure the key is picked up in advance. Town staff will not return outside of regular office hours to provide access to the building. Failure to pick up the key will result in loss of the rental fee; however, the cleaning deposit will be refunded.
10. If the center needs to be swept or vacuumed these items are in the rental closet.

If any of these rules are broken, it will be deducted from your clearing deposit as the department sees fit