

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)
6:00 PM-12:00 AM (Weekdays)

(Must contact parks and recreation department before booking to see if date is available)
(Form is due 7 days prior to the date of rental)

Name (Please Print): _____
 Address: _____ Zip: _____
 Phone : _____
 Date of Event: _____ Time of Event: _____

Cleaning Deposit (due with this signed agreement)	\$100.00
Deposits are mailed after facilities pass a satisfactory inspection & key is returned. Deposits will take a week or two for you to receive.	
Note: A separate check is required for the cleaning deposit	
We will inspect the center after use, if the center needs additional cleaning we will deduct \$20 out of your cleaning deposit per hour it takes us to clean it.	
Church and Recognized Civic Organizations	\$ 20.00
Clubs/other organizations	\$ 28.00
All other groups	\$ 57.00/Liberty residents
	\$114.00/non-residents
(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. 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.
3. Clean the kitchen after use.
4. Dispose of garbage in trash cans provided.
5. Upon leaving the building, please flush urinals and commodes and ensure they do not continue to run.
6. Ensure tables and chairs are back to their original positions, if you rearrange them.
7. All lights are off.
8. Return Reitzel Center Key to Town Hall the next business day after rental.
9. 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.)

Important: You are responsible for key pick up, the key pickup date is the Friday before your event date. It could also be Thursday if that Friday is a holiday of which the finance and utilities office will be closed. Key pickup is due these days before 5:00 P.M. If the key is not picked up, you understand town staff is not responsible for coming and opening the building the day of your event. You will also not be issued a refund due to the booking of that day. By signing and turning in your payment you agree to these terms.

Tables-2 round, 8 long rectangle, 2 small rectangle Chairs- 40

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 judgment 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 PARKS & RECREATION	
Approved: _____	
Final Inspection by: _____	Title: _____
Total fee: _____	Deposit amount returned to customer: _____
Check request turned in: _____	