

**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 (Midnight) (Weekends) 5:00 PM-12:00 AM (Weekdays)**

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

**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.  
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 and arrange for final inspection.
10. If the center needs to be swept or vacuumed these items are in the rental closet.

**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: \_\_\_\_\_