

City of Ostrander

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COMMUNITY CENTER AGREEMENT

Rental Date _____

Time needed _____

Contact Person: _____

Rent: The rent for the Ostrander Community Center is \$75.00 payable upon the signing of this agreement to the City Clerk/Treasurer of the City of Ostrander.

Security Deposit: The renter shall pay a deposit of \$100.00 before using the building as a security deposit. The deposit shall remain on file with the owner as long as the renter desires to continue renting the building. The City shall return the deposit to the renter after the renter has cleaned up the building and leaves the Community Center in as good as condition as it was found before renter took possession. If there is any damage or if the renter does not clean the Community Center, the security deposit will be used to pay for the damage and/or clean up costs incurred to the City. On the back of this agreement, you will find a short list of things that should be checked before you leave. Thank You!!

Sublease: The renter may not sublease the building without the written consent of the City.

Renter's Maintenance Responsibilities: The renter agrees to clean up the Community Center and pay for any damage done. Renter promises not to act in a loud, boisterous, unruly or thoughtless manner or disturb other residents in the neighborhood or to allow his/her guests to do so. Also the renter also will not interfere in the management and operation of the Community Center. Renter may want to furnish dish clothes and towels, as you will be responsible for the cleaning and return of the towels that are at the Community Center. Renter may also place garbage in the trash receptacle across the street at the City shop. Renter must be off premises by 1 AM.

I have read the foregoing policies and rules for use of the Ostrander Community Center and agree to observe these rules during my use of the building. I also assume the responsibility to repair or pay for any damage caused to the building or contents during my period of use. I further agree and understand that I am responsible for the primary liability in any bodily injury or property damage claim that may result from my use of the premises.

Renter Signature _____

City Clerk Signature _____

Check #

Please try to leave premises as you found it or cleaner!!

- ✓ Wipe up tables and counter tops
- ✓ Sweep floor & clean up spills
- ✓ Be sure microwave, ovens, and stoves are clean and turned off
- ✓ Make sure coffee pots are off and clean
 - Please don't use supplies (coffee, creamer, soda, etc...) in the refrigerator and freezer. These belong to others.
- ✓ Check restrooms
- ✓ Lights off
- ✓ Door locked