**PAUL E. WHISENAND HOSPITALITY ROOM**

**RENTAL AGREEMENT**

Renter is responsible for leaving the building, parking lot and yard in the same or better condition than before the event.

1. All garbage is to be bagged and taken home with you. Sweep and mop the entry and the kitchen floor. Vacuum all rugs. Clean kitchen and restrooms
2. No tape or holes in the walls for decorating.
3. There is a 12:30 am closing time.
4. A **NO ALCOHOL** policy is in effect for the building and the park.
5. A damage/cleaning deposit will be left with the City Clerk before the event takes place. This deposit will be refunded if the building and grounds are undamaged and cleaned.
6. Cleaning supplies and equipment are available under the sink area and mop and vacuum in furnace closet. Silverware, towels, etc will be supplied by the renter. If you use the last of any supply, please leave a note or notify the City Clerk so that they can be obtained for the next rental.
7. **For Saturday rentals, lockbox #1 will be coded with the number provided by the renter. For Sunday rentals, lockbox #2 will be coded with the number provided by the renter. All keys are to be returned following the rental or the deposit will not be returned. Please return keys to the lockbox you are assigned.**
8. No one is to be in Council Chambers (South Room)
9. Please do not prop doors open during rentals
10. DO NOT turn off thermostat for either heat or air conditioning. If needed, adjust the temperature but please return to 80 degrees in summer and 60 degrees in the winter before leaving the building.

DEPOSIT AND RENTAL RATES:

RESIDENTS: $50.00 deposit, plus $50.00 rental fee

NON-RESIDENTS: $100.00 deposit, plus $75.00 rental fee

Please make a separate check for the deposit, since it will be returned to you if the building is left in good condition. Checks should be made out to “**City of Kelley**.” Please return this form with your deposit. Reservation will not be secured / confirmed until payment and form are turned in to the City Clerk.

By signing below, I agree to forfeit deposit in full if the buildings and grounds are not as clean as, or cleaner than before the rental.

RENTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE AND TIME TO BE RENTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KEY BOX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SELECT ONE: Deposit to be shredded / Applied to Utility Bill

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For office use:

Date Form submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Fee Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_