

COMMUNITY BUILDING RENTAL CONTRACT:

Event Description: _____

Date of Event: _____ **Time of Event:** _____ **Group Size:** _____

Front Area: \$40 Rental Fee
\$50 Damage Deposit

Entire Building: \$75 Rental Fee
\$85 Damage Deposit

Serving of Alcohol Deposit: \$100 additional refundable deposit.

Deposit required to lock-in reservation. Fees must be paid before key will be issued.

If you do not clean up after your event, your damage deposit will be retained as a cleaning fee.

The Mayor & City Council reserves the right to decline a reservation to any organization for any reason.

- Dispose of all trash in the dumpster located outside of the back door.
- Clean restrooms: Toilets, sinks, and cleaning counter tops with Lysol.
(Cleaning supplies are located in the closet between restrooms)
- Wipe down all tables and chairs and return to racks for storage.
- Kitchen: clean counter tops, sinks, stove and oven, empty refrigerator/chest freezer and wipe clean.
- Clean front glass door with Windex.
- Sweep floors with Dust mops/brooms and sweep bathrooms with small broom.
- Mop all floors (Bathrooms, Grand Room, Entry Area and Kitchen). Fill the mop bucket with the Water Heater hose and add some Lysol.
- Empty mop bucket in the grass area next to the Community Building and drape the mops over the empty mop bucket in the closet.
- Replace Trash, paper towels and toilet paper if available in storage closet.
- Return key to City Hall (may be placed in drop box)
- Final walk through will be performed by City Event Coordinator.
- Please report any problems/damage to the City Hall.

The undersigned agrees to abide by the rules and regulations pertaining to the use of the La Cygne Community Building.

Renter Name: _____ Phone Number: _____

Renter Signature: _____ Approved By: _____

Rental Fee Pd: _____ (Cash, Check or Credit Card) Date: _____

Deposit Pd: _____ (Cash, Check or Credit Card) Date: _____