

## Community House Rental Agreement

Name of Group/Individual \_\_\_\_\_

Responsible Party \_\_\_\_\_

Date & Hours of Use \_\_\_\_\_

Contact & Phone Number \_\_\_\_\_

Purpose of Event \_\_\_\_\_

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Rental -\$500.00 for entire weekend rental (Friday – Sunday) \$250.00 per Day (Monday- Thursday)

For events that will require more than one day for preparation, you may rent the building for \$50 for each additional day. If the building isn't rented the following day, you may have until noon the day after your event to remove any additional items from the facility without paying an additional \$50 for that day. If the Community House is rented the day after your event, everything must be cleaned out the day of your event.

The above charges go to the upkeep of the Community House and are not refundable. They along with the deposit are to be paid before the key is given to renters.

Security Deposit: \$150.00

This deposit is required to reserve your date. However, if the building is clean and in good order, and nothing is damaged a \$100.00 deposit will be returned immediately after inspection, \$50.00 covers building cleaning fee. All tables & chairs must be put back in designated area. You have 4 weeks prior to rental date to cancel if after the four weeks you forfeit your deposit.

In the event that the law has to be called or a city or chamber employee for complaint or caught by any of the following for breaking any of the following rules you will be fined \$250.00 due immediately. Please respect the property and the surrounding community when renting this facility.

## Rules for Community House Use

- I will abide by the following guidelines in using the Community House \_\_\_\_\_
- I will not attach any objects to the walls. I will not use nails, tacks, tape, staples or any other item on walls, ceilings or light fixture. \_\_\_\_\_
- I will not move any furniture in the facility without lifting it from the floors, including tables and chairs. If the large table is moved to another area of the room, (the table must be lifted up, no pushing across floor) it must be put back in the center of the room and the floor must not be damaged. Failure to make sure that this table is in the proper place without sliding on the floor may result in the forfeiture of deposit. I understand that damage to the hardwood floors will be my responsibility for repairs above the \$100.00 deposit. \_\_\_\_\_
- If I use additional rented or borrowed furnishings, I will insure that Community House furnishings are clearly identified and are not mistakenly taken away from the facility. I also understand that the Chamber of Commerce is not responsible for any stolen items left over night. \_\_\_\_\_
- I will remove all garbage from the building and grounds to the garbage cans outside the kitchen door in the alley. \_\_\_\_\_
- I will leave the kitchen clean, including the countertops, stove, sinks, and refrigerator. It is not necessary to mop the floor but I will make sure any water or other liquid spills on the kitchen and hardwood floors are cleaned up before leaving. I will make sure all floors are swept and clean. Do not use cleaning products on hardwood floors. \_\_\_\_\_
- I will wipe all tables and chairs before putting away. I understand chairs cannot be used outside. \_\_\_\_\_
- I will assume responsibility for any damage to bathrooms, including writing on walls, during my group's use of the facility. \_\_\_\_\_
- I understand that all activities are to be concluded by 12 midnight and may not begin until 6:00 a.m. of paid rental date. \_\_\_\_\_
- Open Containers Prohibited on Public Property. It shall be unlawful for any person to possess an open container for beer or light wine on public property, including buildings, parking lots, sidewalks, streets and parks within the municipal boundaries of the City of Pontotoc, Mississippi. \_\_\_\_\_
- No Smoking is Allowed. \_\_\_\_\_
- No Confetti, Paint or Glitter is to be used. \_\_\_\_\_

- I will be responsible for putting up and taking down all tables and chairs and will be careful of the walls and floors in the process. I will return them to their proper storage area. **I will stack tables and chairs in room as shown in picture on door.**\_\_\_\_\_
- I understand that if there is any damage to the building or grounds, or if any unnecessary cleaning is required after my event, I must forfeit my deposit and pay any extra that the deposit did not cover.\_\_\_\_\_
- I understand that if abuse of the Community House occurs during use by my group future use of the facility will be prohibited.\_\_\_\_\_
- I agree to abide by the decision of the Community House Commission or City personnel assigned to perform inspections regarding the return of my deposit.\_\_\_\_\_
- I will insure that all doors are locked, that the heating/cooling system in all rooms is adjusted (80 degrees in summer & 60 degrees in winter), and that all lights are off when I exit the building.\_\_\_\_\_
- I will promptly return the key to the Community House to the Chamber of Commerce Office or Drop Box .\_\_\_\_\_
- I agree that I will do all loading and unloading through the back door in the alley. Vehicles may pull in to the alley for loading and unloading. **THERE IS TO BE NO VEHICLES OF ANY KIND DRIVING ON THE FRONT OR SIDE LAWN. THIS CAN PROHIBIT THE RETURN OF YOUR DEPOSIT.**\_\_\_\_\_
- **PLEASE PROTECT OUR HARDWOOD FLOORS!!**