

**RENTAL OF BEAVER CITY
CITY CENTER - 30 WEST 300 NORTH**

BUILDING RENTAL FEES

- Under 4 Hours - \$40.00
 Over 4 Hours - \$100.00

CONFERENCE ROOM FEES

- \$10.00 per Hour up to \$60.00 per day

SECURITY, CLEANING, & KEY DEPOSIT

A \$200.00 cash deposit will be collected by the City Office for **ALL** users of the City Center. This fee will be held a **minimum of 1 week** after use and will be returned **only** when the building has been inspected and found clean, and the key has been returned.

Time: _____ **Hours Used:** _____

Date Of Use: _____ **Deposit Received By:** _____ **Rcpt#** _____

**I HEREBY AGREE TO ABIDE BY THE FOLLOWING RULES (located on back)
FOR USE OF THE CITY CENTER.**

****PRINT NAME:** _____

SIGNATURE: _____ **Phone #:** _____

COMPANY OR ORGANIZATION: _____

*** Government Agencies Only**

BILLING ADDRESS: _____

- Please bill the above company for building rental
 Please bill the above company for any cleaning or damage expenses that may occur during the use of rental.

Office use only:

City Representative Signature

Date

Checklist

RULES OF USING THE CITY CENTER

- 1. **EMPTY GARBAGE** Dispose Them in the Dumpster Located To The East Of The Kitchen When Finished.
- 2. **COVER TABLES** If They Are Used for Activities Other than Eating, Such as Cutting, Gluing, Crafts, Etc.
- 3. **SWEEP, MOP, & CLEAN - KITCHEN, DINING AREA, FRONT ENTRY & STAGE AREA** Wipe Down Counter Tops & Sinks. Appliances Will Need to Be Wiped Down, and Scrubbed out If Spillage Occurs. Tables Will Also Need to Be Wiped Off. Mop Floors in Kitchen, Dining area, & Stage Area.
- 4. **PIANO** Cover Piano before placing any items on top of it. Piano Should be Kept in Gym Area and should be Left turned Facing the wall..
- 5. **VACUUM FLOOR** In Hallway.
- 6. **REPLACE ITEMS TO STORAGE AREA** Such as Dining Tables, Chairs, etc. When You Are Finished.
- 7. **KEEP OUTSIDE DOORS CLOSED** To Maintain The Heat/Air Conditioning.
- 8. **ENSURE RESTROOMS ARE CLEANED AND CHECKED**
- 9. **ENSURE THAT ALL** Lights, Appliances, Fans, Etc. are OFF When done.
- 10. **LOCK DOORS** & Make Sure All Doors Are Latched When Leaving!
- 11. **NO SMOKING OR ALCOHOL ALLOWED IN THE CITY CENTER BUILDING!**
NO EXCEPTIONS!!!
- 12. **BUILDING MUST BE VACATED BY 11:45 pm**
NO EXCEPTIONS!!!
- 13. **OTHER AREAS NOT AVAILABLE** for Rental Without Specific Approval.
- 14. **DO NOT REPRODUCE KEYS** If You Need a Key, Make Arrangements with the Beaver City Office to Sign for One.
- 15. **PLEASE DISCIPLINE YOUR GROUP** Please Be Aware of What Your Group Is Doing and Where Your Group Is At In The Building At All Times. Any Damage Done to Building or Its Contents While Under Your Control Must Be Repaired or Replaced at Signed Individual 's Cost.
- 16. **TABLES MUST BE COVERED** Table Coverings Can Be Purchased At The Local Stores.

IF ANY OF THE ABOVE CONDITIONS ARE NOT MET AND IF THE BUILDING IS LEFT IN A DISORDERLY CONDITION, OR DAMAGED, THE INDIVIDUAL OR GROUP RENTING THE CITY CENTER MAY BE SUBJECT TO FORFEIT ALL FUTURE USE OF THIS BUILDING.

**THANK YOU FOR YOUR COOPERATION. LETS ALL HELP TAKE CARE OF OUR BUILDINGS SO WE CAN ALL CONTINUE TO ENJOY THEM.
THANK YOU - BEAVER CITY!**

I have made an inspection in the City Center and found it to comply with the guidelines set by this contract for release of the Security, Cleaning, & Key Deposit.

Beaver City Building Inspector Signature

Date