



CITY OF CRESCENT

Community Center Rental Agreement

The CITY OF CRESCENT as "Owner" does hereby rent to the undersigned as "Renter" the building located at 525 E. Van Buren (Building), under the following terms and conditions.

1. TERM: The rental of the building shall begin at 8:00am (time) and end at 12:00am (time) on (date), at a flat rate of **\$200.00**, payable in advance upon execution of this agreement. **A Police Officer shall admit renter and lock up for renter following exit inspection.**

SECURITY DEPOSIT: In addition to the rental for the building, Renter has deposited with Owner the sum of \$200.00 as security and clean-up deposit, paid in advance to hold the building until rental. This deposit will be applied toward the following expenses:

- A. To protect Owner against any damage, whether such damage shall result from the actions, abuse, or neglect of Renter himself or from Renter's invitees. Renter shall be responsible for any, and all damage to the building while Renter occupies the building, subject of this agreement;
 - B. To ensure at such time the renter vacates the premises, the building shall be left CLEAN, NEAT and in the same condition, reasonable wear expected, as when Renter took possession of the building. Should Renter fail to leave the building clean, Renter shall forfeit entire SECURITY DEPOSIT of \$200.00;
 - C. Any damages or clean-up expense in the excess of the security deposit shall be paid by renter;
 - D. Owner shall return security deposit following the rental to Renter upon compliance with the terms and conditions of this agreement within 7 days.
 - E. Please report any damage you find immediately upon discovery when first entry is made to the building to the **Crescent Police Department (310-8200)** so that you are not charged:
2. CARE OF BUILDING: Renter shall clean up the Building and grounds by the end of time reserved. Renter or Renter's invitees shall maintain the building during occupancy in a clean, sanitary and orderly manner. Dust mop, wet mop, mop bucket, floor cleaner, toilet brush, toilet cleaner, toilet paper, paper towels and surface cleaner shall be provided.
 3. USE OF BUILDING: Renter shall not use the building for any purpose which is illegal or in violation of any ordinance of Owner, the City of Crescent.

This includes sale of good and/or services, or charges of admission to events without prior approval. The building is available for use between the hours of 8:00 a.m. to 12:00 a.m.

4. NO CONFETTI OR GLITTER PERMITTED ON PROPERTY.

RENTER:

CITY OF CRESCENT, OWNER

PHONE:

By: _____

CITY OF CRESCENT LIABILITY RELEASE FORM

I, with

Signature

Organization

Group Organization agree to indemnify and hold harmless the City of Crescent from any, and all liability, loss or damage the City of Crescent may suffer as a result of claims, demands, costs or judgments against it arising from the following activity:

Describe the activity contemplated by the party: _____

Date/s Requested: _____

Signature _____

Date _____

FOR INTERNAL USE ONLY

BUILDING IS CLEAN AND SECURE _____

DATE & TIME CHECK COMPLETED _____