

## FACILITY CHECK-SHEET

### **EAGLE POINT COMMUNITY CENTER CLEANING REQUIREMENTS AND DECORATING INSTRUCTIONS**

***IT IS THE RENTERS RESPONSIBILITY TO PICK UP THE KEY BY 5PM THE DAY OF RENTAL. WEEKENDS/HOLIDAYS, THE KEY NEEDS TO BE PICKED UP BEFORE 5PM THE FRIDAY BEFORE.***

#### **CLEANING REQUIREMENTS:**

Vacuum/mop floors as necessary

Wipe off tables

Put trash in container. There are extra bags in bottom of container. Place filled bags by door **(inside of building)**

Turn lights off

Make sure door is locked and closed when leaving.

#### **DECORATING INSTRUCTIONS:**

Do not use nails/pins or scotch tape on walls. Removable painter's tape, removable masking tape or Tac Putty may be used.

There are two tack boards which may be used.

#### **KITCHEN USE**

There is a \$25 fee for kitchen use, which must be paid at the time of renting the facility. Please make sure all appliances are turned off before leaving the building.

**EAGLE POINT COMMUNITY CENTER  
RENTAL AGREEMENT**

**Section 1.** I/We \_\_\_\_\_ (hereafter called "Renter") enter into this rental agreement with the City of Eagle Point (hereafter called "City") for the use of the Eagle Point Community Center on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Section 2.** Renter understands and agrees to indemnify the City, its employees and agents, from any claim for damages or personal injury as a result of the use of the Eagle Point Community Center by the renter.

**ALL "FOR PROFIT" RENTALS MUST PROVIDE THE CITY WITH PROOF OF LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000 BEFORE THE CENTER WILL BE RENTED.**

**Section 3.** Renter agrees to pay for the cost and replacement of damaged items as a result of the use of the Eagle Point Community Center.

**Section 4.** Renter agrees to pay the rental fee and cleaning deposit as adopted by the City.

**Section 5.** Renter understands that the cleaning deposit may be refunded in full if the renter meets the requirements for cleaning set forth in Attachment A, Section B (fees), Page 5, Point #6, hereby made a part of this agreement by reference, and further acknowledges and agrees that a partial refund may result if all conditions are not met.

**Section 6.** Renter hereby acknowledges receipt of Community Center key # \_\_\_\_\_ and agrees to return the key to the Eagle Point City Hall no later than the next working day after the use of the Community Center. Renter also agrees to reimburse City for the re-keying of the Community Center if the key is lost or stolen.

**Section 7.** No smoking or open flames are allowed in the Community Center or on the City Hall grounds. Alcohol is not allowed except under conditions stated on the information sheet.

**Section 8.** Renter agrees to clean and secure building.

**Section 9.** Renter must cancel one (1) week in advance in order to receive a refund of rent paid.

**Section 10.** No items may be left or stored at the Community Center.

**Section 11.** Renter agrees to abide by the rules and regulations adopted by the City as shown on Attachment A.

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I hereby acknowledge receipt of a copy of the rental agreement, with Attachment A and a copy of the cleaning requirements and decorating instructions.

Renter name: \_\_\_\_\_

Renter mailing address: \_\_\_\_\_

Renter phone #s: Home : \_\_\_\_\_ Work: \_\_\_\_\_

Dates needed: \_\_\_\_\_ Hours needed: \_\_\_\_\_ to \_\_\_\_\_ # of people \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Copy of insurance policy attached (if required): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Cleaning/Damage Deposit: \$ \_\_\_\_\_

Returned: \_\_\_\_\_ by \_\_\_\_\_

Rental fees: \_\_\_\_\_ paid by check # \_\_\_\_\_ or cash \_\_\_\_\_

Notified of evening/weekend rental: Police \_\_\_\_\_ Public Works \_\_\_\_\_