



Deposit Ck#	_____
Called after :	_____
Shred:	_____
Mailed:	_____
Receipt #	_____

Ashpole Community Center Rental Agreement

- I/We _____ (hereafter called "Renter") enter into this rental agreement with the City of Eagle Point (hereafter called "City") for use of the Ashpole Community Center (hereafter called "Ashpole") on the _____ day of _____, _____.
- 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 Ashpole by the Renter.
- Renter agrees to pay for the cost and replacement of damaged items as a result of use of the Ashpole.
- Renter agrees to pay the rental fee and cleaning deposit as adopted by the City.
- Renter understands that the cleaning deposit may be refunded in full if the renter meets the requirements for cleaning set forth in facility check list, 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.
- Renter hereby acknowledges that it is the responsibility of the renter to pick up a key during regular business hours. Regular business hours are Monday – Friday 8am – 5pm (office hours vary during holidays). Staff is not available outside of regular business hours. Key must be returned to City Hall no later than the next business day. Renter also agrees to reimburse City for the re-keying of the Ashpole if the key is lost or stolen.
- No smoking or open flames are allowed in the Ashpole or on the City grounds. Alcohol is not allowed.
- Renter agrees to clean and secure building as defined in the facility check list.
- Renter must cancel one (1) week in advance to receive a refund of rent paid.
- No items may be left or stored at the Ashpole during hours that have not been paid for.
- Renter agrees to abide by the rules and regulations stated in this agreement.

I hereby acknowledge receipt of a copy of the rental agreement with a copy of the facility check list.

Signature: _____ Date: _____

Renter Name: _____

Mailing Address: _____

Phone #: _____ Work #: _____

Dates needed: _____ Times needed: _____ # people: _____

(include time needed for set up and clean up)

Purpose of rental: _____ Kitchen use: YES NO

(Kitchen use includes the use of the refrigerator, sink or any appliances)

(initials) **I acknowledge that it is my responsibility to pick up a key during regular business hours (see hours above) and failure to do so will result in not having access to the Ashpole.**

(initials) **I acknowledge that the City can keep part/all of the deposit for any damage or stains to any part of the Ashpole or any cleaning requirements not fulfilled as outlined in the Facility Check List.**

(initials) **I agree to keep noise level at a reasonable level during regular business hours. For larger groups, car pooling or offsite parking may be necessary to ensure parking is available for City Hall needs.**



Facility Check list

Ashpole Community Center cleaning requirements and decorating rules

It is the renters responsibility to pick up the key by 5pm the business day prior to your reservation date.

City Hall is open Mon – Fri 8am – 5pm with the exception of Holidays.

Cleaning Requirements

- Vacuum, sweep and mop floors
- Wipe off tables and counter tops (to include bathroom counters)
- Clean up any trash and put in trash can, extra bags are provided and can be found in the bottom on the trash can. Place filled bags by the door inside the building.
- Clean up any trash left on the bathroom floors or counters. Bathroom cleaning will be done by City Staff.
- Please make sure all lights are turned off to include the bathrooms.
- Make sure all doors are closed tight and locked when leaving.

Decorating Rules

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

Kitchen Use

There is a \$25 fee for the use of any portion of the kitchen to include the sink, refrigerator or any appliances. This fee must be paid when reservations are made.

- Please make sure all appliances (coffee maker, stove & oven) are turned off before leaving the building.

In the event a problem occurs please call non-emergency dispatch at 541-776-7206