



Deposit Ck#:	_____
Shred:	_____
Pick Up:	_____
Mailed:	_____
Receipt #:	_____
D/L#:	_____

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.
- Renter agrees to return the key to City Hall or dropped in the payment drop box located outside of City Hall no later than the next business day or the deposit will be retained. 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.

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.

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

Signature: _____ Date: _____