

FACILITIES RENTAL AGREEMENT

Reservation for Date: _____ **Time From** _____ **To** _____

<u>Facility Rented</u>	<u>Rental</u>	<u>Tax</u>	<u>Total</u>	<u>Deposit</u>	<u>Total</u>
_____ Riley Cabin	\$50	\$3.50	\$53.50	\$100	\$153.50
_____ City Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Riley Park Gazebo	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Riley Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Stone Barn Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Trailhead Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75

I understand there is a rental fee and state tax charged on the rental fee plus a deposit. The deposit will be returned to me within one week of the rental if I properly maintain the facilities I am using and clean up after I am done. There will be ***NO ALCOHOLIC BEVERAGES*** at Parks Department facilities.

Renters of Riley Cabin:

If any of the following conditions are not met, I will forfeit the entire deposit:

- Sweep the floor (broom and dustpan provided)
- Clean any mess made inside or out
- Remove all trash (2 trash bags provided) – use dumpster at the park
- Turn stove OFF
- Turn thermostat to 60 degrees
- Turn off all lights except the outside lights
- Lock the doors
- No one is to be in the building past 11:00 PM
- Return the key for the facility to the city office as soon as I am finished cleaning. If the city office is closed, put the key in the Water Department night box.

Signature

Telephone

Printed Name

Address

Date

Driver's License Number

Key Number: _____ **Date Returned:** _____