

DELPHI COMMUNITY CENTER FACILITIES RENTAL AGREEMENT

Reservation Date: _____ Time From _____ To _____

	<u>Rental Fee</u>	<u>Sales Tax</u>	<u>Total</u>	<u>Deposit</u>	<u>Total</u>
_____ Four Hours	\$75.00	\$5.25	\$80.25	\$200.00	\$280.25
_____ Over Four Hours	\$150.00	\$10.50	\$160.50	\$200.00	\$360.50

The above fees may be paid with two checks: One in the amount of the rental fee and sales tax; the other check for the deposit amount. You may also pay cash.

As long as everything has been cleaned up, the rules of the Community Center adhered to and there is no damage done, the deposit may be picked up in the Clerk-Treasurer's Office in the City Building.

Community Center Rules:

- No alcoholic beverages in facility or parking area.
- The use of tape, tacks, or hooks on the walls or ceiling is not permitted.
- Candles are not to be placed on any tables. Candles for a cake only can be used and disposed of properly.
- You must bring in your own supplies such as dishes, silverware, napkins, etc. You are not to use things in the kitchen that are not yours except you may use the coffee maker and kitchen dish towels.
- There is not a freezer for your use. You will need to bring your own cooler for ice.
- Sweep the floor (broom and dustpan provided in supply closet).
- Mop the floor if necessary.
- Remove all trash to the dumpster outside.
- If stove is used, make sure it gets turned OFF.
- Do not adjust thermostat.
- Make sure both doors are locked when you leave.
- No one is to be in the building past 11:00 PM.
- Return the key for the facility to the City Building as soon as you are done. If the City Building 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: _____