

Application for use of the Kitzmiller School Building

Total- \$75.00

Rental Fee: \$50.00 *Make Checks Payable to: **Town of Kitzmiller***

Key Deposit- \$5.00

Clean-up Deposit- \$20.00

NON-PROFIT ORGANIZATIONS ARE FREE OF CHARGE.

Deposits will be returned once the key is returned, and the building is inspected for cleaning & damages.

Covid-19 Rules:

- **CDC guidelines MUST be followed**
- **Social distancing must be practiced.**

1. NO alcoholic beverages shall be allowed on the premises.
2. Use of illegal drugs in or on the property is prohibited.
3. Use of tobacco products in or on this property is prohibited.
4. **Individuals or Organizations** using the building **will be responsible** for clean-up, and trash removal after use. Trash is to be taken out in bags to the dumpster behind the school.
5. **Everything is to be cleaned** and floors are to be swept and mopped after each use!
6. Follow all cleaning check list. **Put everything back to how it was when you walked in the door.**
7. Disorderly conduct or damages to the building will not be tolerated. The Town of Kitzmiller reserves the legal right to pursue the recovery of the cost for the repairs or replacement for any damages.
8. I/We agree to relieve the Town of Kitzmiller against all claims, demands, and liabilities whatsoever growing out of or arising from my/our use of the building.
9. I affirm that I am 21 years of age or older and will assume total responsibility for the building during said use.
10. I acknowledge that I have read the above rules and regulations for the use of the Kitzmiller School Building and agree to adhere to the same.

These terms will be enforced and if not followed, may hinder the right for future rental.

Rental Key # _____

Emergency Kit # _____

Phone Number of Renter: _____

Print of Renter

Signature of Renter

Date

Date to be used

Signature of Clerk

Date

Revised 03/15/2022 RMG

For Emergency Contact the Town Hall at 301.453.3449 or Beccie at 301.501.2434

Kitzmilller School Rental Cleaning List:

Remember this is a community center for the use of everyone.
Be courteous to the belongings of our community!
Headstart Rooms & Hot Meal Fridge & Freezer are OFF LIMITS!

BATHROOMS:

1. Change the trash bags.
2. Wipe off the mirrors, light switches, & door handles.
3. Clean the sink and toilet
4. Restock the toilet paper if needed (key is hanging on the wall)
5. Sweep and Mop Floors
6. **Initial and check off** that you cleaned on the calendar.
7. Turn off all lights

GYM:

1. Wipe off all tables/chairs that were used.
2. Remove all trash in bags, tie the bag shut, and place in the dumpster behind the school.
3. **Put tables back** to the way they were when you arrived, and any extras are to be put away. (Brown foldable go against rock wall, 6 Tables are left out for Hot Meals.)
4. **Put chairs back** to the way they were when you arrived, and any extras are to be put away. (6 Chairs to a table, should be 36 total left out.)
5. Sweep and mop the floors. (This includes the hallway)
6. Wipe off all that was touched (sanitation station, door handles, and light switches)
7. Turn off all lights
8. LOCK ALL DOORS

KITCHEN:

1. All dishes must be cleaned and put back where they were found!
2. Be sure that all sinks are cleaned out properly. (Leave no food behind.)
3. Clean ALL surfaces (Handles, Counters, Light switches, etc.)
4. Clean and wipe out refrigerator.
5. Sweep & Mop the Floors
6. Remove all trash in bags, tie the bag shut, and place in the dumpster behind the school.

Signature of Renter

Date

Signature of Clerk

Date

By signing this paper, I will hold myself/us responsible for checking off the school checklist.
(Revised 03/15/2022 RMG)