

**Smithville Community Historical Society  
Reception Center Rental Agreement**

The organization, \_\_\_\_\_ has  
agreed to rent the Reception Center meeting room on the following dates

\_\_\_\_\_

and to adhere to these terms:

- The rental fee is \$15.00 for SCHS members or \$25.00 for non-members per day due the day of the rental. A refundable deposit of \$25.00 for damage and/or cleaning is required of non-members. The deposit will be returned promptly upon inspection of the premises by a representative of the SCHS.
- If the rental is through an SCHS member, it is expected that the SCHS member will be attending the meeting.
- No smoking is allowed on the premises.
- No alcoholic beverages may be brought to the premises or consumed on the premises.
- Your organization may use the stove, refrigerator, sink and microwave to prepare food during the course of your meeting.
- Your organization should bring their own utensils, pots and pans, silverware, dishes, etc used in the preparation and/or consumption of food during your stay here.
- Your organization is responsible for cleaning the kitchen, stove, tables, disposing of trash in the dumpster behind the mill, and sweeping before you leave.

Thank you for renting our facility. We hope that you enjoy your time here.

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Organization representative

Date

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SCHS representative

Date