

# Kevil Community Building Rental Agreement

273 Wyatt Ave. Kevil, KY 42053



Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Event Date: \_\_\_\_\_

4-Digit-Pin to unlock facility: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Cash ☐ Check ☐ Check # \_\_\_\_\_

Rental Fee- \$100 Deposit Amount- \$50 Total Due to secure date \$150.

I acknowledge that I am renting the Kevil Community Building located at 273 Wyatt Avenue. I am renting the facility for \$150.00 and that \$50.00 is the deposit amount that will be returned to me after my event & inspection of the facility has been complete. I have provided the City of Kevil my current mailing address & I have received a copy of the guidelines for renting the facility. I understand that after my event if upon inspection all the guidelines have not been followed, I will not receive my deposit back.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Clerks Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Inspection Complete & Satisfactory YES ☐ NO ☐

Deposit mailed date: \_\_\_\_\_ Check # \_\_\_\_\_

# **Kevil Community Building Guidelines**

1. Absolutely no nails, thumbtacks, tape, etc. are to be placed on the walls, doors, or trim. No glitter or confetti.
2. Kitchen appliances, the refrigerator closest to stove & utensils are available for use. Please wash and wipe down after use.
3. Wipe down kitchen counters & any tables or chairs used. (Cleaning Supplies are located under kitchen sink)
4. Sweep & mop floors
5. Tie up trash and place in large black trash can. Put new bags in cans.
6. Do not leave any items brought for your event, dishes, décor, food, drinks, etc. in the facility after the event is over.
7. Leave the facility in the same state your found it in, clean & without damage.
8. Do not leave minors unattended at any time. The City of Kevil is not responsible for any losses or injuries that may happen during an event.
9. When leaving, turn off all lights and set the thermostat to what it was set on when the space was rented. (74\* in the summer months & 65\* in the winter months.)
10. Lock all doors after exiting.

**\*If ALL of these guidelines are not followed you will not receive your deposit back. \***