



# VFW Post 6878 Rental Agreement



Welcome to the VFW Post 6878 community hall. As a service to the community, this facility is open to all members of the community for personal use. VFW Post 6878 is a non-profit organization, monies received for the rental of this facility go towards maintaining the facility and its grounds. Your help in caring for this facility and grounds enables us to provide this service to the members of the community. In doing so, we ask that you abide by the following guidelines:

1. Absolutely no ALCOHOLIC beverages are allowed on the property.
2. NO smoking inside the building. Smoking is approved outside the hall, away from the entrance and exits
3. No admittance to the areas behind the desks at the front of the hall
4. No tampering with or attempting to gain access to the displays or file cabinets
  - a. Note = Security cameras are in use.
5. No tape, push pins, thumb tacks or other adhesives are to be used on any surface inside the building or on the front of the building. Use of these items will result in damage to the walls and finishes.
6. Restrooms shall be swept and mopped, sinks cleaned as necessary
7. Carpeted areas shall be vacuumed before leaving
8. Tables shall be cleaned / wiped down
9. Remove all trash from kitchen (if rented), hall and restrooms, grey trash receptacle is located outside the kitchen, close bin upon placement of trash
10. Return all furniture, tables and chairs to their places of origin
11. Kitchen, if rented:
  - a. Do not put coffee grounds in the sink
  - b. All utensils used must be washed, dried and returned to their place of origin
  - c. Stoves and ovens must be turned off
  - d. Microwave, kitchen counters and appliances must be cleaned
  - e. Sinks must be cleaned out and empty of water
  - f. Kitchen floor must be swept and mopped
12. Renters are responsible for any damages and or breakages
13. Call ½ hour / 30 minutes prior to leaving
14. VFW Post 6878 or its members are not responsible for accidents or personal injuries

Renters who fail to abide by these guidelines may forfeit their deposit and could be denied future opportunities to rent the hall

NOTE = Cleaning supplies are located in the kitchen, under the sinks (if rented), vacuum cleaners are located near the restrooms in the back of the hallway

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Rent: \$ \_\_\_\_\_

Deposit Returned: Y \_\_\_\_\_ N \_\_\_\_\_