



# Community Center Rental Agreement



### **Rental Times Available**

**Monday – Thursday 3:00 pm to 10 pm**

**Friday 3:00 pm to 12:00 am**

**Saturday 8:00 am to 12:00 am**

**Sunday 8:00 am to 10:00 pm**

*This Application form and rental fee must be provided to the City to guarantee your reservation – any reservation without this signed application and rental fee is subject to cancellation without notice*

### **Contact Information**

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

### **Event Information**

Purpose of Use \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

I certify that I have reviewed and received a copy of the rules and regulations of use of the Shirley Community Center. I understand that signing this agreement for use of the Shirley Community Center may be cancelled if any of the rules are violated and future use may be denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Rental Fee: \$50.00 plus a separate check/cash \$100.00 cleaning fee which will be returned if the Center is returned to the condition, it was in before use.**

## **Community Center Use Rules & Regulations**

The applicant shall be responsible for any expenses incurred by the City of Shirley for repairing or replacing any property belonging to the City which was damaged in connection with the activity or event for which the facility was rented.

You may begin setting up and dropping off supplies at the start of your rental.

There shall be at least one adult for every fifteen(15) minors in attendance who shall remain for the duration of event.

No confetti, glitter or Silly String is allowed

Scotch tape or masking tape use is allowed for decorations but must be completely removed following the event. [No duct tape, nails, staples, screws are allowed for use on the walls or tables.

Smoking, vaping, or the serving of alcohol is prohibited inside the Community Center building.

A key will be issued to you prior to your event and must be returned to the city hall office. Any deposit will not be returned if key is not returned.

All rental parties MUST have the building and grounds cleaned up and ready to exit the premises by the time their rental time ends, and the facility must be returned to the condition it was in before your rental.

All trash must be taken to the dumpsters located next to the Community Center.

Use of the commercial kitchen is prohibited

### **General cleanliness includes building, bathrooms and grounds.**

All food, dishes, cups, beverages, tablecloths must be removed from the tabletops as well as the kitchen

All tables and chairs must be wiped down and cleaned

Clean all counter tops, sinks, stove top, and oven if used

Refrigerator must be emptied of all food and beverages and cleaned

All floors must be swept and mopped

All decorations must be removed

### **Indemnification and Hold Harmless**

The City of Shirley, its officials, officers, employees, and volunteers assume no responsibility, financial or otherwise, for any personal property loss, damage, accidents, or injuries sustained by the person or event attendees using the facilities and is released from all such claims for damages or theft of any nature.