



## Springside Centennial Hall Rental Agreement

Rental Date: \_\_\_\_\_ Rental #: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Renter Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### At the Town Hall:

- 1) No parking on the south side of the building. The driveway needs to remain clear if emergency vehicles need access.
- 2) Heat & Air Conditioning Controls are on the west wall. AIR CONDITIONING control is located on the TOP RIGHT-HAND CORNER of the thermostat and HEAT control is located on the TOP LEFT-HAND CORNER of the thermostat. Please do not prop open doors or emergency exits.

### Responsibility of Renter:

- 1) The Renter is at least 19 years of age, agrees to the terms and conditions listed in the SPRINGSIDE CENTENNIAL HALL RENTAL TERMS & CONDITIONS and will assume all responsibility for adhering to these terms and conditions during the rental.
- 2) Set up and tear down the tables and chairs you require for your event, stored in designated areas.
- 3) Renters are required with their agreement to leave the hall clean and clear of any leftovers, garbage and returned to the same condition as their arrival.
- 4) CLEANING RESPONSIBILITIES as outlined in the SPRINGSIDE CENTENNIAL HALL RENTAL TERMS & CONDITIONS are completed. CHARGES WILL BE DEDUCTED FROM THE DAMAGE DEPOSIT IF ANY CLEANING IS REQUIRED.

### Cleaning Supplies:

- 1) Dry mops, wet mops, brooms and dust pans, cleaning cloths and cleaning supplies are located in the storage closet in the kitchen. Dish soap is under the sink in the kitchen.

### After your Rental:

- 1) Ensure that you return the setting for either heat (winter) or air conditioning (summer) to 68F and set thermostat in the "auto" position.
  - 2) Vacate the hall by 2:00 am.
  - 3) Turn off all lights and lock all doors.
  - 4) Return the key to the Town Office in person on the next business day or through the mail slot in the door on the south side of the Town Office.
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Customer Signature with Keys out: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature returning Keys: \_\_\_\_\_ Date: \_\_\_\_\_