

## *Town of Glen Allen Community Center Rental Agreement*

The following terms and conditions are in agreement while renting the Glen Allen Community Center:

1. Rental cost is \$75.00 to be paid upon receipt of reservation and picking-up the key from the Town Hall. If conditions of the rental agreement are met and the building and property are left cleaned with all procedures followed during the rental of the Center, a refund of \$20.00 will be issued. It is the responsibility of the person who signed the rental agreement to return the key to the Town Hall during business hours on the next business day following the rental. **BLACK-OUT PARTIES ARE NOT AUTHORIZED in this BUILDING!**
2. NO PROPERTY is to be removed from within the Community Center at anytime. TABLES and CHAIRS are to remain inside the building at all times. **DO NOT TAKE TABLES OR CHAIRS** from inside the building to utilize outside. Open grilling is not authorized within the confines of the building.
3. If any damage is found after the renter's function is held, the renter will be held responsible for damages.
4. All garbage removal is the responsibility of the renter. **DO NOT LEAVE ANY GARBAGE INSIDE THE BUILDING NOR ON THE OUTSIDE OF THE BUILDING. ALL GARBAGE MUST LEAVE THE PROPERTY WITH THE RENTER.** Please check the outside grounds for garbage, cups, etc. All garbage can liners must be replaced in all cans. Check both bathrooms before locking-up.
5. All lights, and water must be turned off before leaving the building. Make sure you check the bathrooms for cleanliness and to ensure that water is not left running in sinks.
6. The heating and air conditioning unit will be pre-set. If you re-adjust the temperature you must MAKE sure that you return the thermostat to the pre-set temperature prior to departing the building. **DO NOT** forget to check the thermostat prior to departing the building.
7. Make sure that you clean the kitchen sink of any food debris. Counter tops, stove, microwave and refrigerator must be cleaned thoroughly. ALL table tops and chairs must be washed and check chairs for food debris and foot-prints from children. Make sure that there are no liquid spills left in chairs. Double check and make sure that the stove oven and burners are not left on. Do not leave food items in the refrigerator, oven, cabinets or microwave. Left-over food items must be discarded.
8. **DO NOT USE ANY OF THE FOLLOWING ITEMS AT ANYTIME ON THE PREMISES OF THE COMMUNITY CENTER: CONFETTI, GLITTER, BODY PAINT, PAINT BALLOONS, HIGH-LIGHTERS, or MAGIC MARKERS. DO NOT USE STAPLES or TAPE ON THE WALLS or ANY WOODWORK WITHIN THE CENTER, COUNTERS, CEILING or DOORS! REMEMBER NO STAPLES OR TAPE! DO NOT RAISE OR PUSH-UP ON CEILING TILES.**
9. NO SMOKING OR TOBACCO USE INSIDE THE BUILDING! NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES AT ANYTIME. THE PROPERTY IS UNDER VIDEO SURVILLIANCE! No animals are allowed in the building (except service animals).
10. ALL chairs and tables should be left in the position in which they were found. DO NOT SIT on TABLES and DO NOT ALLOW CHILDREN TO WALK AND STAND on TABLES!
11. REMEMBER THE PERSON WHO SIGNS THE RENTAL AGREEMENT CONTRACT IS THE PERSON WHO IS RESPONSIBLE FOR THE CONTENTS AND CONDITION OF THE BUILDING. The Town of Glen Allen Reserves the Right to Refuse Rental to any Party at any time.

Date of Rental: \_\_\_\_\_ Time for Usage: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Name of Person Responsible for This EVENT: \_\_\_\_\_

Signature of Person Responsible for This RENTAL: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Town Clerk Initials: \_\_\_\_\_