

Lone Tree Community Center Rental Agreement

\$50.00 Rental Fee (due before day of rental)

\$50.00 Deposit (refundable)

Date of Rental _____ Hours: _____

Name _____

Address _____

Phone _____ Purpose: _____

I will / will not require use of the stove and/or oven (circle one).

As the renter of the Lone Tree Community Center, upon termination of the rental, I agree to:

- √ Check bathrooms and clean if needed. Make sure toilets are not running
- √ Sweep and/or vacuum all floors
- √ Replace tables and chairs to original set up
- √ Clean kitchen area – clear off counter tops, microwave (inside & out, if used), clean coffee dispenser, dispose of all food, beverages, etc., clean stove top, sink area, wipe oven (if used) and spill pans under burners, clean any and all utensils, pans, dishware, serveware, etc.
- √ Dispose of all trash from indoor receptacles and replace trash bags in cans
- √ Empty all trash collected into outdoor receptacle
- √ Mop kitchen floor
- √ Adjust thermostat accordingly – winter 55°, summer 80°
- √ Pick up all trash and cigarette butts outside building
- √ Turn off lights
- √ Close all windows, lock all doors and return key as soon as possible to City Hall

If the Lone Tree Community Center is found in unsatisfactory condition after my use, I understand that I will, as a minimum, forfeit my deposit. If the key is not returned, the deposit will be forfeited. I understand and agree that I am responsible for any City property that has been damaged, broken or destroyed as a result of this rental.

Signature

Date

Please make separate checks for rental and security/damage deposit payable to City of Lone Tree. Mailing address is 123 N DeVoe St., PO Box 337, Lone Tree, IA 52755. Reservations will not be held without a paid deposit. Renters must be at least eighteen years of age. Thank You.