

# CONTRACT TO RENT DODGE CITY COMMUNITY CENTER

I UNDERSTAND THAT TO RENT THE DODGE CITY COMMUNITY CENTER, THE FOLLOWING RULES AND REGULATIONS MUST BE ADHERED TO:

It is the responsibility of the person signing this contract to:

Wash and put away any utensils used. Wash coffee pot and be sure filter is removed, if used.

Supply any coffee, creamer, sweetener, cups, plates, forks, spoons needed for your gathering. If you would like to use the packaged coffee in the kitchen, it will be \$1.00 per pack. This can be paid for when the key is returned.

Be sure the dishwasher is off and empty, if used, before leaving

Be sure all garbage cans are empty and bags of trash are put in the dumpster behind the building. Clean garbage bags are to be placed in the cans which are in the pantry. Any towels or dish cloths that are used are to be taken home and washed.

**SWEEP AND MOP THE FLOOR.** It should be as clean when leaving as it was when you arrived, if you expect to receive the cleaning deposit back.

**CHECK AND MOP BATHROOMS.** Make sure that commodes are flushed and not running and any garbage is taken to the dumpsters. Be sure all water is turned off in the bathrooms and kitchen before leaving and there is no standing water in sinks.

Black marks on floor can be removed by rubbing the floor with you shoe sole. Mops and brooms are in the closet between bathrooms or just outside the door.

Be sure all lights are turned off and door is locked when leaving the building.

Return the key to the clerk during operational hours.

I understand that I will be held responsible for the cost of any damage done to the Dodge City Community Center during the time I am renting the facility. There does not need to be anything hung on the walls due to holes being left in the sheet rock. Tape will be furnished that can be used on the walls. This being a municipal building, no tobacco products or alcoholic beverages is allowed.

**I WILL NOT HOLD THE TOWN OF DODGE CITY RESPONSIBLE FOR ANY PERSONS GETTING SICK DUE TO THE SERVING OF FOOD AT THE COMMUNITY CENTER.**

The cost to rent the Dodge City Community Center is \$75.00 plus \$75.00 for a cleaning deposit and damage deposit. If the community center is cleaned and no damage the cleaning deposit and damage deposit of \$75.00 will be returned. The total cost to reserve is \$150.00. The community center is not reserved until the \$150.00 is paid.

**DO NOT MOVE THE PIANO, IT WILL SCRATCH THE FLOOR AND GET IT OUT OF TUNE!!!!!!!!!!!!!!**

Tables can be left as used. Be sure to put chairs UP before leaving.

Date community center to be used. \_\_\_\_\_

Today's Date \_\_\_\_\_

Person Responsible, (must be over 18 years old)

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

I WILL CLEAN UP \_\_\_\_\_ I WILL NOT CLEAN UP \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative