

Slater Senior Center Rental Agreement

Renter is responsible for leaving the building, parking lot and surrounding area in the same or better condition than before the event.

1. The rental fee and this form must be returned to City Hall to make your reservation. Reservations can be made up to 1 year in advance.
2. You may enter at 6:00 am and there is a 12:00 am (midnight) closing time.
3. The key will need to be picked up from City Hall between the hours of 8 am and 5 pm Monday through Friday the week of your reservation.
4. The key may be returned to any of the City drop boxes. They are located outside the post office, in the lobby of City Hall and on the back (west) side of City Hall in the drive-up lane.
5. Please do not prop doors open during rentals.
6. No tape or holes in the walls are allowed for decorating.
7. You will need to supply your own silverware, plates, cups, bowls, towels, cookware, etc.
8. All garbage is to be bagged and **taken out** to the dumpster behind the fire station. (Out the north door and to the west) Sweep the floor and mop if needed. Clean kitchen and restroom.
9. Cleaning supplies are in the bathroom and broom & mop are by the furnace. Please use water only on the floor, no chemicals. If you use the last of any supply – please drop a note with the key so that they can be obtained for the next rental.
10. **If the building or grounds are found dirty or damaged following your rental you will be charged for clean up and/or repairs.**

**Rental fees will be returned for any cancellation made more than 72 hours (3 days) prior to your rental date/time with the following exceptions.
Cancellations for all weekends in May and all holidays must be made a minimum of 30 days before your rental date/time to receive a refund.**

RENTAL RATE: \$25.00 rental rate per ½ day – you may reserve the whole day for \$50.
Checks should be made out to “City of Slater.” Please return this sheet with your payment.

RENTER: _____

ADDRESS: _____ PHONE: _____

DATE AND DAY TO BE RENTED: SU M T W TH F SA, _____

E-mail Address: _____ Rental Time: 6:00a – 3:00p or 3:00p – Midnight

Office Use Only	Form Submitted _____
Notes:	Rental Fee Paid _____