

# Canton Community Center Rental Agreement

FEES: \$50 per day

Key Issued To: \_\_\_\_\_ Phone Number:  
\_\_\_\_\_

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

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_ a.m.  
p.m.

## **RULES:**

1. **NO SMOKING ALLOWED** in the building.
2. Tables and chairs cannot leave the building.
3. Chairs and tables must be returned to their places to leave room ready for next user.
4. Do not tape posters, signs, etc. on painted walls, finished cabinets or woodwork.
5. Do not cut/slice directly on Formica countertops.
6. Clean and wipe off appliances after use. Please do not leave any items in the refrigerator.
7. Put all trash in the poly cart located outside the back door of community center and put a new trash bag in trash can.
8. All eating utensils, dish soap, dish towels, etc. will need to be furnished by the renter. The Community Center do provide some of the items listed, PLEASE DO NOT TAKE THEM!
9. Renter is responsible to see that rooms (including restrooms) are cleaned and swept and are left in as good or better condition after use. Cleaning supplies are located under the kitchen sink, trash bags are in kitchen cabinet, brooms and mops are in storeroom. A \$50 additional fee will be charged if the rooms are not cleaned.
10. Renter is responsible to insure that all lights are off, furnace is turned down to 50 degrees or air conditioner is turned up to 85 degrees, and the doors are securely shut and locked after using the building.
11. After use, lock the doors and drop the key in the drop box located outside on the east side of the city building. Envelopes are in the kitchen drawer next to sink for keys.

12. Do not allow children to climb on the stacked chairs.
13. Renters must be 18 years of age or older.
14. Renters that wish to have alcohol on the premises must apply at the city office for a permit for use of alcohol on city owned property. There will be a \$ 5.00 fee.
15. **NO PETS ALLOWED** in the Community Center.
16. The Community Center cannot be used for profit-making events such as garage sales, unless approved by the city council.
17. Renter will be held financially responsible for any damages while in his/her use.

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Renter/Responsible Party

Date