TOWN OF CARYVILLE
POLICY & PROCEDURE
No. 23-02

BUILDING RENTAL POLICY & PROCEDURE

FIRST NAME_____ **LAST NAME**_____

ADDRESS_____

CONTACT TELEPHONE #_____

RENTAL DATE_____

Please initial Building desired:

_____**The Community Center Rental Rate is** $400.00 **per day tax included and $100.00 Security Deposit (reimbursable).**

_____**The Annex Rental Rate is** $200.00 **per day tax included and $100.00 Security Deposit (reimbursable).**

Buildings that are defaced are subject to loss of deposit, and legal action if deposit or full restitution is not sufficient to restore building, to that end:

NO THUMB TACKS, TAPE, STAPLES, OR NAILS ARE ALLOWED ON WALLS, FLOORS, DOORS, OR FURNITURE.

THE BUILDING MUST BE CLEAN AND IN THE SAME CONDITION AS WHEN RENTED AND KEYS MUST BE RETURNED TO RECEIVE DEPOSIT BACK.

FURNITURE OR APPLIANCES CANNOT BE MOVED OUTSIDE OF THE BUILDINGS OR LOANED OUT.

Funds collected will be deposited in an account designated as "Building Funds"; Building Funds may be used for building maintenance and cleaning, expenses and improvements and new construction.

Any unclaimed deposits will: after 90 days (beginning the Monday after the rental date) be considered a donation to the building fund and deposited into the fund.

SIGN BELOW TO ACCEPT RENTAL AGREEMENT

_____ _____

RENTER SIGNATURE **DATE**