

CITY OF ATTICA
MEMORIAL BUILDING RENTAL AGREEMENT

I, _____, wish to rent the lower level of the Attica City Memorial Building for the following event: _____ on the date(s) of _____ and for the time period of _____. Cost of event is \$ _____ with a deposit (if applicable) being made of \$ _____. Deposits need to be made with separate payment.

Non-profit Functions.....NO COST.
Saddle Club and Bingo.....NO COST
Family Reunions & Anniversaries.....\$50 plus \$250 deposit
Parties or Dances.....\$50 plus \$250 deposit
Out of Town Renters.....\$150 plus \$250 deposit

I understand that the Attica City Memorial Building is a smoke-free environment and will enforce no smoking when building is rented.

In consideration of being allowed to use/rent the Memorial Building premises for the above described event, I agree to not hold the City of Attica liable for any and all claims of whatever nature which may arise out of or occur because of the above described event.

I also understand that the tables, chairs, or any other property may NOT be removed from the Memorial Building premises without permission from the City Council.

I also agree to be responsible for the following and understand that my deposit will be refunded only after these items have been verified as completed:

1. Table and chairs left in a reasonable manner.
2. Empty ALL trash into the dumpster behind the building.
3. Sweep floors if needed.
4. Clean kitchen if needed.
5. Shut off ALL lights when leaving.
6. Return thermostat to 60 degrees in winter and 80 degrees in summer.
7. Lock the building when leaving and return key to the City Clerk's office by the following day (key may be returned in drop box).
8. Absolutely no staples, nails or screws are to be used in any walls or woodwork of the building.
9. Clean up any mess that was made while building was in your possession, this includes bathrooms and outside of building.
10. Renter has until 12 noon following day of use unless building is rented out to return the building to order and return the key.

Renter's Signature

Date

Deposit _____
Check # _____ or Cash

Rental Cost _____
Check # _____ or Cash

Approved by Council 8/20/12