5/13/2015 **PARK BUILDING RENTAL AGREEMENT**

This rental agreement is entered into between:

Village of Roberts
AND

NAME _____

ADDRESS _____

_____

PHONE NUMBER _____

DATE OF RENTAL _____

Total Amount Due _____Amt. Paid_____Date Paid_____

The fee for the rental of the park building is $_____ + $100.00 Deposit*. The fee is to be paid in full prior to picking up the keys to the building. 25% Down payment required/refundable within 14 days of rental. **Deposit** required of $100.00 (refunded after rental date and must be paid up front with separate check). **No personal item must be removed on the same day of the rental. If building is not cleaned check will be retained. Building must be cleaned immediately following the event. NOT THE NEXT DAY AS THE BUILDING MAY BE RENTED FOR EARLY USE THE NEXT MORNING!!!**

Building rental does not include use of the Lion's Den (downstairs) or Park Pavilions. Pavilions may be reserved. If you want to rent pavilion serving area, contact the Village Hall.

During the period of rental, the renter shall assume responsibility for the building and contents against damage due to negligence or theft. If during the use of the building you find equipment that is broken or not working properly, please notify the Village Clerk as soon as possible at 749-3126 so the Village Personnel can check it out.

The building is to be left in the same or better condition as when you arrived. Please be sure to:

1. **Lock all doors**.
2. Close any windows that were opened by your party.
3. Please dispose of all garbage and recyclables properly.
4. If restrooms were used, please be sure they are cleaned up.
5. Shut off all lights.
6. Clean up any spills immediately.
7. Return tables and chairs back to the place you found them. DO NOT block fire extinguishers.

Return keys to the Village Clerk's Office the first business day after rental or deposit keys in drop box located outside of the Clerk's Office.

_____ _____ _____

Village Official Date Renter

- Deposit is a security deposit for damage or cleaning. Will be refund if building found in same condition as when rented.