

CITY OF ROPESVILLE

**COMMUNITY BUILDING
CONTRACT FOR RENT**

*A deposit is required to rent the Community Building. The deposit is set for any damages that occur or cleaning that is not done to the community center. The entire deposit is refundable if all requirements are met.

RENT: \$50.00

DEPOSIT: \$250.00

ABSOLUTELY NO ALCOHOLIC BEVERAGES WILL BE ALLOWED AT THE COMMUNITY BUILDING, IN THE PARKING LOT (INCLUDING IN VEHICLES), OR ON THE CITY PROPERTY. YOU MAY BE SUBJECT TO CRIMINAL CHARGES IF ANYONE IS CAUGHT WITH ANY TYPE OF ALCOHOLIC BEVERAGE AT THE PARTY, OR DURING THE HOURS THAT YOU RENT THE COMMUNITY CENTER. IF ANYONE IS CAUGHT DRINKING ALCOHOLIC BEVERAGES AND/OR IF THE ALCOHOL IS FOUND ON THE PROPERTY OR INSIDE A VEHICLE OR IN THE BUILDING, THE PARTY WILL BE SHUT DOWN AND YOU WILL FORFEIT THE DEPOSIT AND THE RENT. (The person signing this statement will be responsible for all requirements listed on this statement.)

You are allowed in the building **only** for the time and date that you have requested. You must make arrangements for more time or other days in advance or at the time you pay your deposit.

**The party has to be shut down and the building cleaned and locked by midnight, the same day you have rented the building.

**Deposit and rent must be paid seven days before the date you rent the building.

**You must provide your own toiletries for the restrooms.

NAME:

ADDRESS:

PHONE:

DL#:

**Deposit and rent must be paid 7 days before

RENT DATE AND TIME: _____

AMOUNT AND DATE DEPOSIT PAID: _____

AMOUNT AND DATE RENT PAID: _____

SIGNATURE: _____ DATE: _____

BUILDING WAS CLEAN AND DEPOSIT WAS RETURNED ON: _____

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COMMUNITY BUILDING GUIDELINES

1. Decorations may not be attached to walls, ceiling, or ceiling fans. The use of staples, brads, or tape is prohibited. Decorations may be placed on tables, chairs, or on user provided stands placed on the floor.
2. Since the City of Ropesville does not provide full time cleaning people for the building, each user must leave the building in a clean and orderly condition. Renters are requested to bring their own cleaning supplies and paper towels. Renters must also provide toiletries for the restrooms.
3. Please check the following six requirements before leaving the building:
 - a. Empty all trashes in the outside dumpster and replace trash bags. This includes trash cans in the main assembly room, kitchen, and both bathrooms.
 - b. Clean the sinks, commodes, mirrors, and urinals in the bathroom. Brushes are available for cleaning the commodes in the bathrooms. If the floor is dirty, it should be mopped or swept.
 - c. The kitchen counters and sink must be cleaned.
 - d. The floor of the assembly room must be swept or mopped and all trash picked up. Large dust mops are available in the kitchen
 - e. Table tops must be washed and wiped dry.
 - f. Turn off all lights and lock doors when leaving.

**FAILURE TO FOLLOW THESE GUIDELINES WILL
RESULT IN LOSS OF DEPOSIT AND RESTRICTIONS
ON FUTURE USE.**