



# The City of Clay

## Clay Community Center

### Rental Agreement

Date of Application: \_\_\_\_\_

Name or Organization : \_\_\_\_\_

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

City, State and Zip Code : \_\_\_\_\_

Telephone Numbers : Home: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Is your Organization Charter Address within the City limits of Clay? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your address within the Corporate City Limits of Clay? Yes \_\_\_\_\_ No \_\_\_\_\_

How many people will attend your function? \_\_\_\_\_

**PURPOSE OF FUNCTION:** \_\_\_\_\_

Date of Rental : \_\_\_\_\_ Will this be a regular rental? \_\_\_\_\_

Start and End Time of Rental: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*There will be a \$150 cash security deposit collected at the time this agreement is instituted. Other deposits, if applicable, will be collected at time agreement is instituted. These deposits will be refunded if, upon inspection of the facility, all Terms of the Agreement have been adhered to in a satisfactory fashion. This will be collected separately from the rental fee.

Date \$150 Security Deposit Paid to secure rental: \_\_\_\_\_  
(Deposit will be forfeited if rental not paid on time and rental will be cancelled) Renters Initials \_\_\_\_\_

Tablecloth rental fee (\$15.00 per tablecloth): \$ \_\_\_\_\_  
Renters Initials \_\_\_\_\_

Cost for Deputy if applicable, due at time of deposit \$ \_\_\_\_\_  
Renters Initials \_\_\_\_\_

Total Cost of Rental for this event: \$ \_\_\_\_\_  
Renters Initials \_\_\_\_\_

I have read this agreement and I and my organization agree to abide by the terms and conditions found on this form. I also understand that I will be held responsible for any damages that occur to the building during the course of my rental.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date



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1. Available to Rent: The Clay Community Center for rent subject to the limitations prescribed below:

Rental Rates:

- Resident of Clay: \$200.00 for the first three hours / \$50.00 each additional hour plus \$125 for city personnel to clean up after the event.

\*A copy of your driver's license and a utility bill may be asked to be provided for address verification.

-Employee Discount: 25%

-Special Rates may be negotiated at the City Clerk's discretion to schedule meetings on a regular basis if the business is domiciled within the Clay city limits

-Clay or Sheriff Deputy rates of \$25.00 per hr. (due at time of deposit) may be required for large parties of 75 or more. The City Clerk's office will assign and reserve all deputies.

2. Length of Rental: Rental of the Community Center is for a minimum of three (3) hours.

3. Reservation Notice: An application, cash security deposit, and a possible damage deposit will be due immediately upon the date of reservation. Rental fee will be due thirty (30) days prior to date of rental. If full rental fee is not paid within two (2) weeks of date of rental, your cash deposit will be forfeited and rental will be cancelled.

Renter Initial: \_\_\_\_\_ Date: \_\_\_\_\_

4. Time of Payment: All rental fees will be paid in full accordingly.

5. Refund of Rental Fees: Rental fees will be refunded only if the person or organization makes the cancellation and return the rental fee request in writing at least thirty (30) days before the scheduled event.

6. Hours of availability:

The Community Center will be for rental on the following basis:

-Monday thru Saturday 8 AM – 9 PM      -Sunday 12:30 PM – 5:30 PM

-Closed on: New Year's Day, Good Friday, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day (Following Friday), Christmas Eve and Christmas Day

*\*Note: Requests for times other than listed above will have to be submitted for approval. In cases where the centers requested use causes the City to furnish personnel on an overtime pay basis, the rates will be adjusted accordingly*



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7. Reservation Confirmation: The City Clerk's office at the time a fee-based rental is requested may reserve and confirm any reservation provided the room and time requested is available and the appropriate fee is collected.

8. Who is responsible: The renter of record is responsible for any damages that occur while the facilities are entrusted to their care. The City Clerk's office, at its discretion, may forfeit the security deposit if the Terms of Agreement have not been adhered to.

The amount will be determined by the City Clerk's office. The renter, upon inspection, may be refunded the Damage Deposit granted there are no damages to the property.

9. Set-Up and Storage: Set-up or equipment (supply) storage is limit to 45 minutes. After 45 minutes, the applicant can be charged an hourly fee. Nothing will be attached or hung from the ceiling or walls in the facility. **All furniture will be returned to the position it was in prior to rental of the center.**

10. Alcoholic Beverages, Drugs or Firearms: No alcoholic beverages, drugs or firearms are allowed on the premises at any time. Discovery of such will result in immediate evacuation of the Community Center and security deposit forfeiture.

11. Law and Order: It is understood that persons or groups using the Community Center will abide by the laws and Ordinances of the City of Clay.

12. Clean Up: **The Community Center will be cleaned up by city personnel, however, it will be the renters responsibility to make sure all thrash is picked up and garbage is properly disposed of.**

13. Injury: The City of Clay will not be liable or responsible in any way whatsoever for any injury that may occur during the course of your function.

14. Closing time: If your party is not out by the time indicated on the rental agreement, you deposit will be forfeited.

Renter Initial: \_\_\_\_\_ Date: \_\_\_\_\_

15. Thermostats are to be adjusted by City Personnel only.

16. Exceptions: Only the Mayor may grant exceptions to the above guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_