



## COMMUNITY CENTER RENTAL AGREEMENT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Purpose/Activity: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Hours of Use: \_\_\_\_\_

Rental Rates (circle one):      Free – Individuals who have been a member for 1 or more years  
   \$75.00 – Non-Members  
   \$100.00 – Deposit required for all rentals  
   (Make checks payable to Tri Lakes Community Center)

By signing this form, I understand that I am liable for any loss of items or damage to the TLCC properties during time of rental. It is also understood that the TLCC will not be held liable for the actions of any individuals during or after said time of rental and that I am solely responsible for the serving and or distribution of any alcohol or other substances. I agree to leave the building and the outside premises clean and free of debris and in good working order or in the same condition at the time of rental. (During the COVID-19 pandemic, we ask that you follow all CDC recommendations.)

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

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TREASURER:    *Date payment received* \_\_\_\_\_    *Cash/Check No.* \_\_\_\_\_    *Date Returned* \_\_\_\_\_    *Initials* \_\_\_\_\_

\_\_\_\_\_

### **Renter Responsibilities:**

1. Setup is the responsibility of the renter. Bring your own towels, cloths, plastic ware, plates, napkins, etc.
2. Remove any decorations and clean areas used during rental.
3. Clean the tables and chairs. Place them back in their original position.
4. Sweep/clean the floor, if needed.
5. Any kitchen dishes/utensils used must be washed, dried, and returned to their storage area
6. Empty garbage into bin by garage.
7. Turn down thermostat to 55 degrees during winter. Turn AC off during summer.
8. Turn off water pump located in closet near the restroom.
9. Turn off all lights and lock doors.
10. Please do not remove any chairs or tables from building.