

Lava Senior and Community Building Rental Agreement

General Rules for Rental of Building

1. There is no smoking allowed in any part of the building.
2. At the end of your event, please empty all garbage cans, including bathrooms and kitchen cans. Dispose of your garbage into the dumpster behind the building. Break down any boxes before placing in dumpster.
3. Sweep and mop the kitchen floor. Wipe down all surfaces.
4. Sweep Event Hall. If you set up additional tables and chairs, please fold them and return them to their storage area. Please leave the Event Hall as you found it.
5. No animals are allowed in the building, excluding documented service animals.
6. No tape or adhesive of any type shall be used on the walls or any painted surface.
7. On your departure from the building, please ensure all lights are turned off, all windows are closed and locked, and all doors are locked.

Today's date _____

Name of Responsible Party _____
(Please print)

Address _____

Phone _____ Email _____

Rental dates _____ Rental times _____

Rate required: Local 3 hours _____ Non-local 3 hours _____ Local 9 hours _____ Non-local 9 hours _____

A Security Deposit fee of **\$200** is required to hold your rental date. Full deposit will be returned if cancellation is made 30 or more days before the event. Half of the deposit will be returned if cancellation is made 15 days before the event. Deposit will be forfeited if cancellation is made 14 or less days before the event.

Amount due:	Rental rate	_____
	State Tax (6%)	_____
	City Tax (2%)	_____
	Credit Card fee	_____
	Additional fees	_____
	Total due	_____

Deposit amount paid _____ Rent amount paid _____ Cash _____ Check # _____ Credit Card _____

I, the Responsible Party, have been given a copy of this rental agreement, which includes the General Rules for Rental of Building. I agree to abide by the General Rules.

Signature of Responsible Party _____

Signature of Center Representative _____