



VILLAGE OF ROCA RENTAL CONTRACT



APPLICANT AND RENTAL INFORMATION

NAME _____ PHONE # _____

ADDRESS _____ D. LIC NO _____

TYPE OF EVENT _____ ORG. (IF APPLICABLE) _____

EMAIL _____

DATE OF RENTAL _____ TIME OF EVENT _____

Checks are to be made payable to the "Village of Roca". All rentals are on a first come, first serve basis so payments and security deposit is required to reserve the date.

RULES AND REGULATIONS:

1. The Community Center is not rented to minors. The person signing below MUST be present during the requested rental hours. **NO ALCOHOLIC BEVERAGES** are to be brought or consumed on the premises and **NO SMOKING** in the building.
2. Renter agrees to indemnify the Village of Roca and its members & agents against all liability to persons or property on the premises. The Village of Roca is not responsible for loss or damage to personal property.
3. Renter agrees to accept the premises in its present condition and return it in the same condition. Renter agrees to reimburse the Village for any damages made to premises or property. Absolutely no Village property is to be removed (Tables:10 large and 5 small)
4. Do not attach banners, streamers, posters to walls or doors and absolutely no Village property is to be removed.
5. Renter agrees to clean the premises after their rental by:
 - a. Cleaning the kitchen and bathrooms (please be sure all sinks are free of stains, wipe off all countertops, clean, dry and put away any utensils or appliances, clean ovens, stoves, and microwave (if used), clean coffee pots and cold coolers and put away (if used)
 - b. Sweep and Mop all floors, including bathrooms
 - c. Vacuum great room and hallway
 - d. Empty all trash containers (kitchen and bathroom). Place all trash in receptacles on North side of building
 - e. Put all tables and chairs back as found and return all Village property to its designated storage spaces
6. Close and lock all exit doors and windows before leaving the building. Turn the heat down to 62 degrees or turn up the air to 78 degrees. All events must end by 11:30 pm.
7. Drop payment (\$75.00) in the drop box on the north side of the building; mark memo with rental date.
8. Cancellation notice not received more than 48 hours in advance of rental will result in \$25.00 fee.
9. Failure to comply with the above conditions will result in forfeiture of future use and/or loss of security deposit.

Renter's Signature

Email address required for one-day security entry code

Phone # _____

For Office Use Only: Deposit Collected \$ _____ Ck # _____ Returned _____ Fee _____