

**RENTAL AGREEMENT
CLAY SENIOR ACTIVITY CENTER BUILDING**

Name: _____

Address: _____

City: _____

Home Phone: _____ Work Phone: _____

Purpose of Function: _____

Date & Time of Proposed Use: _____ Time: _____ am/pm _____ am/pm
(Date) (From) (Until)

***There will be a \$75 cash security deposit collected when this agreement is approved. The security deposit will be refunded following the event if an inspection by Clay Senior Director and / or Clay Senior Advisory Board shows that the terms of the agreement have been followed This is a separate fee from the rental fee. The rental fee will be collected prior to the function date or use of facility will be forfeited. There will be a \$30 service charge for all NSF checks.**

The rental fee for use of the Clay Senior Activity Center Building is \$75 for up to three (3) hours or \$150 for over three (3) hours.

TERMS OF THE AGREEMENT

1. I agree that NO alcohol, drugs or firearms will be permitted on or near the premises. I understand that if these are discovered, the event will be terminated, the Clay Senior Activity Center Building evacuated and the security deposit will be forfeited.
2. I understand that there will be no cooking of foods on or in the electric stove in the kitchen of the Clay Senior Activity Center Building. Foods may be warmed in the Microwave Oven only. Microwave is to be cleaned inside and out before vacating the premises. All paper goods (plates, cups, silverware, napkins) stored in containers in the kitchen are for Senior Activity Center employees and members use only. I understand that I will furnish my own eating utensils for my function.
3. I agree to completely clean the Clay Senior Activity Building at the conclusion of the function. I understand that this includes the sweeping of the floors, the cleaning and wiping of the tables and countertops, the removal of all decorations or signs that have been used for or at the function and the bagging and removal of all trash from the building and grounds and the placement of such garbage and trash in the dumpster on the property.
4. I agree that nothing will be attached or hung from the walls in the facility.
5. I agree that horseplay and inappropriate behavior and conduct are not tolerated at the Clay Senior activity Building. I also understand that sitting or standing on tables and countertops is not tolerated.
6. I understand that failure to abide by these rules could result in the forfeiture of my security deposit.
7. In consideration for the use of the Clay Senior Activity Center Building, I agree that the City of Clay and its employees and agents will not be liable or responsible in any way whatsoever for any injury or liability that may occur during the course of the function.

I hereby agree to be responsible for the actions and liabilities of people present for this function and agree to all terms and conditions set forth.

Signature

Date

Witness