

# Annawan Community Center Rental Agreement

Organization/Group Renting \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Rental Fee \$40.00 Per Day: Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_  
Rental Check to The Village of Annawan

Deposit Fee \$60.00: Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_  
Separate Deposit Check to The Village of Annawan

***If your event is cancelled, let us know as soon as possible so the center can be rented to another group.***

If you have a scheduled event the same time each year you must request the center for the following year when you pick up the key for the current year's event.

Out of respect for the community's activity center and the next renter we appreciate it when you leave the building clean and undamaged.

The deposit check may be picked up at the Village Office following the completion of the items below:

- 1. Empty kitchen and restroom waste baskets into dumpster outside the back door.
- 2. Replace waste basket liners with your own liners or use emergency liners stored on top of refrigerator.
- 3. Sweep/dry mop all floors, especially under the tables.
- 4. Wet mop floors.
- 5. Wipe off all folding chairs and place all chairs on chair rack. Do not remove chairs from the building.
- 6. Wash all table tops and place tables on table rack except for five (5). Leave five tables standing. Do not remove tables from the building.
- 7. Leave the room set up as you found it.
- 8. Pick up all trash around the outside of the building.
- 9. Clean restroom and flush toilets.
- 11. Turn off lights, fans, air conditioners.
- 12. Leave key in drop box and lock the door. There is a \$15.00 charge if key is not returned at end of event.
- 13. Any damage to the building or the contents will be charged to your group/organization.

\_\_\_\_\_  
Organization/Group Representative Signature & Date

\_\_\_\_\_  
Community Center Representative & Date