



**City of Vanceburg, 189 Second St., Vanceburg, KY 41179 | Phone 606-796-3044
Email Greta.May@CityofVanceburg.com or Hailey.Evans@CityofVanceburg.com**

CONTRACT AND AGREEMENT

This is a contract between the City of Vanceburg and _____

for the rental of the Vanceburg Community Center located at 417 Clarksburg Road.

Date of Rental _____ Type of Event _____

Your Address: _____

Home Phone _____ Cell Phone _____

You can email form/pay online, but you must call to confirm reservation 606-796-3044.

To pay Online: Go to www.cityofvanceburg.com

Bill Pay Link is towards the bottom of home page. Use account no 1.

The renting party agrees to the following rules:

- \$50.00 Deposit fee is required at the time of picking up the key. The community center has to be completely cleaned going by the check off list in order for deposit to be returned to you. A City employee will be ensuring center is clean prior and after each rental.
- \$100.00 rental fee is also required at the time of picking up the key.
- All cleaning supplies are provided by the renter. (Trash bags, Cleaning Supplies, toilet paper, paper towels)
- The building is a SMOKE FREE building. No tobacco products.
- The responsible party is responsible for making sure that NO vehicles are parked in front of the garage bay doors as this is a 24 hour Emergency Facility.
- All parties are to stay out of the fire truck bays at all times.
- No destruction of the property. Person renting room will be responsible for paying any destruction to the property, including outside the building.
- NO TAPING OR TACKING anything to the walls.
- No tables or chairs to be taken outside the building.
- Responsible party will sign a check off list that will be returned with the key after the event is over for return of the deposit.
- The City of Vanceburg reserves the right to accept and remove any rental agreements with individuals who fail to pay, clean and take care of the facility at any time.



CHECK OFF LIST

**Please print and complete form below, sign and return with the key.
Renter is responsible for all cleaning supplies.**

- | | |
|---|--|
| <input type="checkbox"/> Stove and Oven turned off and cleaned, if used. | <input type="checkbox"/> Front doors cleaned. |
| <input type="checkbox"/> Refrigerator cleaned, if used. Be sure to take what you brought with you.
DO NOT LEAVE LEFTOVERS in the refrigerator. | <input type="checkbox"/> Floors swept and mopped. |
| <input type="checkbox"/> Microwave cleaned, if used. | <input type="checkbox"/> All lights in bathrooms and community center turned off. |
| <input type="checkbox"/> Countertops wiped clean. | <input type="checkbox"/> Tables wiped clean. |
| <input type="checkbox"/> Bathrooms and mirrors cleaned. | <input type="checkbox"/> Trash gathered up from bathrooms and community room and taken with you. |
| <input type="checkbox"/> Toilets flushed. | <input type="checkbox"/> Chairs & Tables placed back in storage room. |
| | <input type="checkbox"/> Please ensure all doors are locked. |

Signature _____ **Date** _____

Things to remember

- Smoke free building, no tobacco products.
- No taping or tacking anything to the walls.
- No vehicles parking in front of Garage Bay Doors as this is a 24 hr. Emergency Facility.
- No tables or chairs taken outside of the building.
- No one is allowed in fire truck bays at any time.
- No destruction of property. Person renting the community center is responsible for any destruction to the property, inside and out during rental.
- Your \$50 deposit will not be returned until the community center is cleaned, check off list provided, and key is returned to City. A City employee will be checking the community center before and after each rental.