

Memorial Hall Rental Agreement

Memorial Hall Rules and Conditions

1. You the undersigned will be held responsible for any damages found after use.
2. You may turn the heat or air on, but please turn it off or down before leaving
3. **There is no alcohol allowed. There is no smoking in building.**
4. Clean up all trash after you are finished. There is a trash bin outside, if you more than can fit, Put trash in dumpster behind City Hall.
5. You must be out before midnight.
There is a curfew in the town of Diamond for underage people.
6. Lock all doors before leaving.
7. Please take down all tables and put chairs up when you leave.
8. **Building rent is \$50.00 for each day. A \$50.00 cleaning/damage deposit is required and will be refunded upon inspection of the building by a city employee. The first working day after the key is returned.**

Return the key to City Hall. You may put it in the after hours deposit box at night

**For weekend events Key must be picked up on Friday before 4:00 pm.
You may set up on Friday night.**

Name: _____
Address: _____
Phone: _____
Date of Rental: _____
Event: _____
Paid: _____
Deposit Returned: _____
Key Pick up: _____ Key Returned: _____

Signature _____

Date _____