

# City of **Diamond** Gem City of the Ozarks

Jennifer Howard, Mayor  
Amy Burruss, City Clerk  
Tiffany Dalgleish, City Collector

102 East Market Street  
Post Office Box 8  
Diamond, Missouri 64840

Phone: 417-325-4220  
Fax: 417-325-4230  
Web: diamondmo.net

## MEMORIAL HALL RENTAL AGREEMENT

Rental Date \_\_\_\_\_ Event \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Account Holder D.L. # \_\_\_\_\_ State \_\_\_\_\_

### **Rules & Conditions:**

#### **ABSOLUTELY NO ALCOHOL OR SMOKING ALLOWED INSIDE MEMORIAL HALL**

1. Building rent is \$75 for each day. A \$50 cleaning/damage deposit is required and will be refunded upon inspection of the building and inventory check of items in Memorial Hall made by a city employee. YOU, the undersigned, will be held responsible for any damages found after use.  
**Refunds will not be issued if all terms of the agreement are not followed.**
2. You are not allowed to hold a Rummage Sale at Memorial Hall.
3. You may turn on the heat or air, but before leaving please make sure that if the heat is used turn it down to 50 degrees or turn off the air conditioning before leaving.
4. Make sure the floors are swept and if needed spot mop any spills. Clean up all trash after you are finished and take your trash with you. You can take your trash to the Police station and use the dumpster there.
5. You must be out before midnight. (There is a curfew in the town of Diamond for underage people).
6. Please take down all tables and put up any chairs that were used before leaving.
7. Lock all doors before leaving and make sure the building is left in a condition so that it is ready for use by the next rental customer. Please make sure all lights are turned off.
8. Please return the key to City Hall in the drop box on the side door.
9. The refund check will be mailed to the address listed on the rental agreement.
10. Report any issues to City Hall as soon as possible (417) 325-4220

**By signing below I agree that I understand the rules and conditions and will abide accordingly:**

Office Use Only:

Key Pickup Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Key Returned Date: \_\_\_\_\_

Deposit Check #: \_\_\_\_\_

Deposit Return Date: \_\_\_\_\_

**Need to staple a copy of their drivers license and a receipt of what they paid to this agreement.**