

MEMORIAL HALL RENTAL AGREEMENT

To be filled out by person renting

Name:	
Address:	
Phone:	Additional Phone:
Rental Date:	
Event:	
Drivers License Number:	

Rules & Conditions:

ABSOLUTELY NO ALCOHOL OR SMOKING ALLOWED INSIDE MEMORIAL HALL

1. 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 and inventory check of items in Memorial Hall by a city employee. **You**, the undersigned, will be held responsible for any damages found after use. **Refund 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 if the heat was used that it is turned down to 50° and if the air conditioning was used make sure it is off 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 City Hall 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 hang the key on the hook provided next to the door when you leave.
9. The refund check will be mailed to the address listed on the rental application.
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:

Amount Paid: _____
Key Pick-Up Date: _____

Deposit Return Date _____
Key Return Date: _____