

TOWN OF MOUNT HOPE

SENIOR CENTER RENTAL AGREEMENT

1. All residents (Town of Mount Hope / Village of Otisville) may reserve this facility on a space available basis. A \$165.00 donation is requested to offset operating costs. The person reserving the hall will leave an additional \$50.00 deposit as security to insure the premises will be left in clean condition with no damages AND the key is returned on the FIRST business day following the event.
2. A date may be reserved upon depositing with the Town Clerk during regular business hours the above amount. Any cancellation 30 days prior to the event, full deposit will be returned. Any cancellation less than 30 days in advance will be subject to a \$50.00 fee.
3. The hall may be inspected when key is picked up. The Town must be notified prior to the function of any unsatisfactory conditions.
4. Hall usage is subject to the following conditions:
 - a. There will be **no smoking** or **alcoholic beverages** allowed!
 - b. Hall must be left in the same condition as found at the time of initial inspection. (Mop, broom, bucket and vacuum available in storage room.) Please pick up larger items from carpet before vacuuming ie: paper clips, tinsel, ribbon.
 - c. Decorations may be hung from suspended wires only. **(NO TAPE OR TACKS ARE TO BE USED ON WALLS OR CEILINGS!)**
 - d. After event, garbage should be placed in dumpster in back of senior center building.
 - e. Parking is available, however, **under no circumstances** should it block access to rear of building (ie: Police Department).
 - f. KEY MUST BE returned on the FIRST business day following the event. The hall may be inspected at that time and deposit will be returned if the hall is in satisfactory condition.
 - g. **FAILURE TO ABIDE BY ANY OF THESE CONDITIONS WILL RESULT IN FORFEITURE OF THE DEPOSIT.**

I have read the above agreement regarding the use of the Mount Hope Senior Center and agree to abide by all the conditions of this agreement.

SIGNATURE _____ DATE _____

WITNESS _____ DATE _____