



## Robins Community Hall Rental Agreement

I, \_\_\_\_\_ OF \_\_\_\_\_, Agree to rent the Robins Community Hall on \_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. The rent for these facilities will be \$\_\_\_\_\_ paid in advance when I pick up the key. I agree to also pay a \$100.00 damage deposit. I understand that the deposit is refundable when it is determined that the Community Hall has been left cleaned and undamaged.

This event is a(n)\_\_\_\_\_. I intend on having approximately \_\_\_\_\_ guests.

I understand that alcohol is not allowed on the premises. I also understand that I am responsible for the clean up of the Community Hall and I will be responsible for damage or accidents that occur during the time I have the building rented. I agree to hold the City of Robins harmless from any liability claim during the time I have the building rented, and I will be out of the building by 8:00p.m.

I have read and understand this contract:

_____	_____	_____	_____
Signature	Phone Number	Date	City Staff Approval

### RENTAL RATES

Robins Resident daily fee.....	\$50.00
Non-Resident daily fee.....	\$100.00
Damage Deposit.....	\$100.00

### COMMUNITY HALL REGULATIONS

- The building closes at 8:00p.m. All renters must be out of the building by that time.
- Turn off all lights and air conditioning or heat control switch before leaving.
- The floors must be swept and mopped before leaving.
- The chairs and tables must be returned to the appropriate places.
- Do not take items belonging to the Community Hall, an inventory will be taken and the responsible party will be charged for missing items.
- **Make sure windows are closed and exterior doors are closed and locked.**
- Drop key in outdoor drop box when leaving.
- Cancellations must be made at least 48 hours in advance to avoid billing.

### OFFICE USE ONLY

Key Number Issued\_\_\_\_\_ Rental Check Number\_\_\_\_\_ Date\_\_\_\_\_

Key Number Returned\_\_\_\_\_ Deposit Check Number\_\_\_\_\_ Date\_\_\_\_\_

Deposit Returned/Shredded\_\_\_\_\_ Per\_\_\_\_\_