

# LYNDON COMMUNITY CENTER – FACILITY RENTAL AGREEMENT

Complete this page and return with rental fee. Your date is not held until fees and agreement are received within 24 hours of reservation.

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Type of Use:    Civic                  Social                  Commercial

Live within the corporate city limits                  Yes                  No

Date of Use: \_\_\_\_\_ Day of week: \_\_\_\_\_  
                 Mo.    Day    Yr.

Hours: \_\_\_\_\_ to \_\_\_\_\_                  3 - 5 hours                  5+ Hours  
                                 a.m./p.m.                                  a.m./p.m.

Rental Fee: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check# \_\_\_\_\_ Cash    CC

\$200 Damage Deposit for Non-Alcohol Use on File                  Date Paid \_\_\_\_\_

\$300 Damage Deposit for Alcohol Use on File                  Date Paid \_\_\_\_\_

Alcohol Consumption:    Approved                  Denied

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have read the agreement and clean-up procedures, and hereby agree to comply with all policies and guidelines for using the Lyndon Community Center which I have been provided.

I understand that my damage deposit of **\$200** and an **additional \$100** damage deposit for alcohol use events, will not be returned until the city inspection has been completed and it is determined that I am not responsible for any damages. I also agree that if, during the period I am responsible for the Community Center there are damages that exceed my damage deposit, I will pay those costs upon assessment. **UNAUTHORIZED** consumption of alcohol will result in the loss of the **entire** damage deposit.

I also understand I will pay a **\$15.00** fee if the building and AED keys. If hours of use exceeds agreed time indicated, any additional hourly fee will need to be paid **with** return of key.

Signed:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Please pick up your key the previous working day prior to scheduled event, during normal working business hours.

**There will be a \$10.00 fee for all after-hours pick-up.**

Availability of after-hours pickup is at the discretion of the City Clerk.

**\$15.00 fee for unreturned keys**