

**Harpers Ferry Community Center  
CSD Deposit and Rental Fees**

**DEPOSIT:**

Everyone must provide a Custodial/Security/Damage deposit. The CSD deposit will be returned in full when all three conditions are met.

1. "C" – The entire center is picked up and cleaned to the best of your ability according to the check off sheet.
2. "S" – After the center has been locked, the key(s) are returned to City Hall.
3. "D" – There is no building/fixture damage that occurred during usage.

**\$100.00** CSD deposit will be provided by everyone. The deposit will be returned after the center has been inspected for damage and cleanliness. Deposit will be either returned in person or by mail as appropriate. If there should be damage, the costs will come out of the deposit. If damage is over the CSD deposit, the user will be held liable for the costs of all repairs.

**RENTAL FEES:**

\$75.00 a day – Wedding & Anniversary Dances, Misc. Parties & Events.  
Harpers Ferry Non-profit organizations—deposit and rental fees waived.

**LEASE AGREEMENT**

The person signing this agreement will accept responsibility for the group or organization using the Community Center facilities and contents at the date and time stated herein. The person signing agrees to indemnify and hold the City harmless from any liability arising from the conduct of the guest in connection with the leasing of this property.

The user agrees to report to the City Clerk's office any damages to the contents or facilities which may occur during use and to report any other problems concerning this agreement as soon as possible after the use of the facilities. The user shall be fully responsible for damages or extra cleaning cost which are caused by the group or organization.

The City is not responsible for things brought into or left in the building.

1. Name: \_\_\_\_\_
2. Purpose of Event: \_\_\_\_\_
3. Date of Event: \_\_\_\_\_

CSD Deposit Received **\$100.00** Cash/Check# \_\_\_\_\_ Date Received \_\_\_\_\_ Returned \_\_\_\_\_  
Rent Fee Received **\$75.00** Cash/Check# \_\_\_\_\_ Date Received \_\_\_\_\_ Returned \_\_\_\_\_

Custody of Key: \_\_\_\_\_ Date returned: \_\_\_\_\_

The user has received a copy of the rules and regulations and understands them.

\_\_\_\_\_  
Signature Date

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

Address

\_\_\_\_\_  
City State Zip

# HARPERS FERRY COMMUNITY CENTER

## RULES AND CHECKLIST

We are pleased that you are using the Harpers Ferry Community Center. We would like to keep it clean and damage free.

The following checklist **MUST** be filled out completely and returned to City Hall in order to receive your deposit back.

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Upon entry, inspect the premises throughout.

Yes No Did you find the center to be clean and/or picked up?

Yes No Was there any damage in the main area, kitchen, or bathrooms?

If "Yes" to one or both of the questions, contact city hall during business hours or a city official.

**City Hall M-F 8-3 p.m.(563)-586-2777-- Maintenance(563)-329-1319**

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### RULES

**Renters of the facility should provide their own security and/or police their own activities.**

**No open alcoholic containers are allowed off the premises.**

**Beer, wine, wine coolers, etc are allowed, but cannot be sold by individuals.**

**If alcoholic beverages are served, the celebration must end by 1 a.m.**

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Upon leaving the center, please check each item when completed;

- Tables and Chairs are wiped clean, dried and put away.
- Refrigerator is clean, emptied of your items, refrigerator shelves wiped clean.
- Stove burners are wiped clean, oven is wiped clean.
- All trash is collected and put in dumpster. (Located at City Shop)
- The floor is swept clean, Mopped if necessary. Use **Water only**, No cleaners.
- Both bathrooms are swept clean, garbage's emptied.
- The bathroom lights are turned off.
- Dishwasher turned off, emptied and food trap is cleaned.
- All interior lights are turned off.
- Furnace turned down to 60 and air conditioner turned off.
- All outside doors are locked.
- All areas, including the main room, kitchen and bathroom are checked for any damage.  
If damage is discovered, please notify City Hall.
- All dishes washed, dried and put away in cabinets.
- All items brought in to put on party are taken with you.
- Take home, launder and return all towels, washcloths used during your event.

Please return this form to City Hall when you return your key(s). We thank you for your cooperation and would appreciate any comments or questions you have by noting below.