

**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.

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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.

Hall must be cleaned and vacated by 2 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 and emptied of your items.
- No paper towels are provided.
- Towels and wash clothes need to be **laundered** and brought back.
- All trash is collected and put in dumpster. (Located at City Shop) key is on key ring
- Both Gym floor and kitchen floor need to be swept and MOPPED. Cleaner is on top shelf by back door closet along with mop and bucket**
- Both bathrooms are clean.
- The bathroom lights are turned off.
- Dishwasher turned off and food trap is cleaned.
- All interior lights are turned off.
- Furnace thermostat in back of gym turned down to 60 and air conditioner in front of gym turned up to 78.
- 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.

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.