

DECATUR COMMUNITY ASSOCIATION

Rental Contract

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City and State \_\_\_\_\_ Date \_\_\_\_\_  
Facility Rented \_\_\_\_\_  
Rental Date \_\_\_\_\_ Rental Hours \_\_\_\_\_ Rental Fee \_\_\_\_\_

RULES AND REGULATIONS

All requests for reservations must include payment in advance to ensure your reservation.

- The individual or group securing permission must be responsible for any damage sustained by the property during specified use thereof except ordinary wear and tear.
- Permission for use of facilities will not be granted if it conflicts with a program scheduled by the Community Association.
- No changes in property or additions to property are to be made without the approval of the Decatur Community Association.
- No rehearsal or other use of the premises for preparation, or similar reasons previous to the period covered by the rental fee will be permitted unless requested and paid for by the renter.
- Under no circumstances will use be permitted which might be expected to damage the facilities and, in any case, in which reasonable doubt may exist regarding the effect upon the facility for use proposed, bond sufficient to cover possible cost or replacement or repairs may be required.
- ⑩ Prevailing rates are based on the premise that renter or user shall leave facility in a state of general cleanliness.

IF NOT, THE RENTER WILL BE BILLED FOR CLEANUP

- Renter or user of facilities must have a receipt.
- Any person obtaining a permit for the use of the facilities shall not assign or sublet the same without consent of the Decatur Community Association.
- The Decatur Community Association reserves the right to refuse to rent any facility to any individual or group at any time the association, in its sole discretion, may determine such rental would not be in the best interest of the community or its citizens.

TERMS AND CONDITIONS

I/we, the undersigned, do hereby rent the above listed facility and equipment and agree to use it in a proper manner and do further agree that in the event any damage is done to the facility or equipment to promptly pay to the Decatur Community Association an amount equal to the reasonable cost of repairing or replacing the same and further do hereby exonerate, indemnify, from all claims or liabilities to all parties for damage or loss to any person, or property in any way out of or during the use of said facility.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please read above

## CCC Rental USER'S Check List

**Cleaning supplies located in janitor's closet**

- Thermostat settings returned to instructions above thermostat**
- All doors shut and locked**
- All windows shut and locked**
- Bathrooms clean & sinks & mirrors (toilets & urinals flushed??)**
- Multi-purpose room, kitchen, bathrooms and hallway floors swept???**
- Floors in above mopped, if needed????**
- Tables are to be left set up with chairs stacked on top  
4 stacks of 5 each totaling 20 chairs per row???**
- Kitchen clean (if used)**
  - kitchen counters??**
  - kitchen appliances??**
  - pots/pans/dishes washed and put away. Leave used towels on counter??**
  - microwave??**
  - refrigerator??**
- Refrigerator doors closed??**
- Shelter and picnic tables clean?? (if used)**
- PLEASE take all collected trash with you (CCC does not have trash pickup)\***

**\*Recycling bin for aluminum cans in multi-purpose room.**

**The building was left in good and clean condition by/on:**

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