**VILLAGE OF WAVERLY**

**COMMUNITY ROOM RENTAL AGREEMENT**

The rental fee is $50.00 minimum which include 2 hours. For additional hours it will be $25.00 per hour. Plus, a cleaning deposit of $25.00 (cash only). Deposit will be refunded after inspection of room during our office hours. Rental fee is cash or check. We do no accept credit cards.

I agree to follow the rules listed and understand if I do not follow them my deposit may not be refunded.

* Room needs to be put back in the condition it was in.
* Garbage needs to be put in dumpster out back
* Floor should be swept
* Tables should be cleaned
* No windows should be left open
* Make sure all door blocks are removed
* Outside door locks will be set on a timer to unlock 15 minutes prior to rental and lock 15 minutes after rental. Once doors are locked there will be no reentry. If you left something you will need to come in during business hours to pick it up. Monday-Friday 8:30AM to 4:30PM
* No motorized blow up equipment
* If any chairs and tables are used they need to be put back in closet
* Make sure lights are turned off in Community Room. Hall lights will shut off on their own.
* **NO ALCOHOL ALLOWED**

Instructions for heat and air conditioning are posted by thermostat on front wall.

**IF DOORS ARE NOT UNLOCKED PLEASE CALL (570)423-2831**

**Your security deposit may be picked up the next business day. It is your responsibility to come in and get your deposit.** **Deposit is non-refundable after 30 days from your rental date**.

Tear here

Village of Waverly Community Room Deposit Form

Name of Renter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Rental Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the rental agreement and agree to the terms.

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Signature Date

Deposit Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit Returned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_