

HOOKERTON COMMUNITY BUILDING- APPLICATION FOR BUILDING RENTAL

EFFECTIVE NOVEMBER 2015

OCCUPANCY CAPACITY: With 19 Tables and 128 Chairs. Occupancy by more than 128 persons is **DANGEROUS AND UNLAWFUL**. Emergency Officials and Law Enforcement **CAN CLOSE** this facility if there are more than 128 persons in the building.

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (HOME) _____ (WORK) _____

DATE OF BUILDING RENTAL: _____

PURPOSE OF RENTAL: _____

NUMBER OF PEOPLE EXPECTED: _____

RENTAL FEES

*Cleaning deposit of \$150 plus a \$250 per day Rental Fee. This must be paid in full before we place your rental on our books. We will not hold dates until the money is paid in full. For persons who request a ROLL OVER of their DEPOSIT, the rental fee plus any additional deposit money, **MUST** be paid in full before we put your rental on our books, and a new contract must be signed. Please note that the deposit is \$150, and because of deductions, some renters may not get the full amount of their deposit refund if building is not left clean, etc. and will not have \$150 to roll over.

Number of days rented: _____

Fee Total: Deposit \$150 plus \$250 per day total= _____

Date Paid: _____ Check Number: _____

As Renter, I understand and agree to abide by the rules and regulations set up by the Town of Hookerton.

SIGNATURE: _____

DATE:

Date Key Received: _____

Date Key Returned: _____

Deductions from Deposit Refund: (SEE SCHEDULE OF BACK OF SHEET)

DATE SECURITY DEPOSIT REFUND REQUEST SUBMITTED: _____

AMOUNT OF REFUND: _____

DEPOSIT REFUND SCHEDULE

Trash not taken out \$10 deduction per room

Circle areas that apply: Dining Room, Kitchen, Bathroom

Floor not swept \$50

Lights left on \$5 per room or outdoor fixture

Tables not put back in place \$10 per table deduction

Piano - DO NOT MOVE. IF YOU MOVE YOU FORFEIT YOUR DEPOSIT

Any broken or damaged blinds- \$20 per blind deduction

Heat/AC left on- \$40 per day deduction

Late key Fees \$5 per day key is not returned

Number of days late: _____

Keys must be returned in 2 working days after rental date

Keys not returned

(Cost of having locks and Keys replaced)

Bill from Locksmith: _____

Outside not cleaned of debris and cigarette butts- \$10

TOTAL DEDUCTIONS:

BUILDING MUST BE CLEANED AND EVERYBODY GONE BY 11:00 P.M. UNLESS YOU RECEIVE SPECIAL PERMISSION FROM THE TOWN OF HOOKERTON. NO ALCOHOLIC BEVERAGES ALLOWED IN PARK.

THANK YOU FOR YOUR COOPERATION!

RENTAL AGREEMENT POLICY

TOWN OF HOOKERTON

(252) 747-3816

RULES AND REGULATIONS FOR BUILDING RENTAL:

Before your name is recorded on the Rental Book, you must submit a completed Building Rental Application. Building Rental Fee plus Deposit, paid in full. If you are rolling over a deposit from a previous rental, you will need to pay your rental fee plus any additional deposit fees before your name is put on the Rental Book. A contract must be signed for all Rentals including persons who Roll Over Deposits.

There will be a charge of \$25.00 for all returned checks. There are no exceptions!

Renter should come to the Town Office after 3:00 pm on the day of agreed use, to receive the key. For weekend the key should be picked up after 3:00 pm on the Friday before the building is rented. **The Town of Hookerton closes at 5:00 pm Monday thru Friday, and we will not wait for someone to pick up the key.** Renters are only allowed in the building after 12:01 am on the day or days it is rented. If you are renting for a Saturday or Sunday, do not ask to come in the day or evening before your building rental to decorate or set up. You will not be allowed to do so. Persons found in the building on days other than those rented, **will be charged an extra day's rental.**

Renters will need to provide their own decorations, table cloths, and table arrangements.

The Community Building must be vacated by 11:00 pm **unless prior approval has been granted for extension.** If you plan to be at the Community Building before 6:00 am, please let us know. Green County Law Enforcement periodically check this building and they will need to be notified.

* Calling the Town of Hookerton Staff. Staff members may be called while the building is being rented ONLY if a situation arises with the building that warrants quick attention to minimize the damage. Make sure that when you call, it is an emergency situation. Call the Town Office and follow the instructions that you receive from the message. If anyone comes out for a nonemergency situation his or her wages will be deducted from your deposit.

Future use of this building may be denied to persons and organizations who do not follow the rules for building rental.

* Notices for building Rental Cancellations must be submitted at least 72 hours before the date of the Building Rental. Failure to do so will result in forfeit of the \$150 deposit.

Deposit Refunds

If you qualify for a deposit refund, your refund will be mailed out within 7 days from the date your building rental. Deductions may be taken from the Deposit Refund for the following: Trash not taken out, Tables and Chairs not put back in place, Building not cleaned after use, Yards not clean, and rental key late fees/ key not returned fees. * Please review the attached Deposit Refund Schedule for the cost of each Deduction. Refunds will be issued through the Town of Hookerton. If you choose to roll over your deposit for an upcoming building rental, you will need to let us know at the time you return the key to the building. Please plan to pay rental fees plus any additional deposit fees at this time.

Contracts need to be completed for each separate rental. A check off cleaning list will be provided for you to turn in with the keys on how you found the community Building upon your arrival.

AS RENTER YOU ARE RESPONSIBLE FOR THE FOLLOWING:

All furnishings must be left intact, and if moved, PUT BACK IN THE ORIGINAL LOCATION. The tables and chairs that are located inside the community building must remain there and not taken outside. If additional tables and seating are required it is the responsibility of the renter to provide them. The following furnishings must not be moved under any circumstances: PIANO. All floors, tables, chairs, counter tops, and appliances must be left clean after use. A mop with bucket and dry mop will be left in the hall for your use. * NO WET MOP OR CLEANING SOLUTIONS ARE TO BE USED ON HARDWOOD FLOOR, but you may mop the kitchen and bathroom floors. You will need to supply the cleaning solution for mopping, and chemicals for general cleaning. The Town of Hookerton will Supply one (1) roll of paper towels for the kitchen and bathrooms per day; toilet paper, garbage bags, and hand soap for the bathrooms. Items placed on the ceiling or the walls are expected to be removed and cleaned up. Do not stick items to the walls or ceilings with adhesives or anything that will leave a whole in the wall and will cause damage upon removal. Use of tape or other adhesives, nails, tacks, screws, or similar articles on interior or exterior surfaces is not allowed. Trash must be removed from the building. If you have moved any waste receptacles to another location on the grounds, they must be returned to their original location. If you used the grounds in addition to the building, please make sure the yard is left clean. When you have finished using the building, please remove all food and perishable items. These items must go home with the renter and should not be left in our facility. **Nothing** can be stored in the building beyond the time of building use.

No outdoor cookers are allowed inside the building. You may use only kitchen approved cookers in the building and use the kitchen area to cook.

Nothing must be left in the building or on the ground that would be a HAZARD. The drive around the building must be kept open at all times for fire and Emergency Vehicles if needed.

Renters must be vigilante in keeping the noise at a respectful level. Excessive noise will not be tolerated. The Town of Hookerton has a noise ordinance. Violations are addressed on a complaint basis by the police department. Events that are in violation of the ordinance may be shut down. If amplified music is used, the renter must apply for an amplified music permit with the Town of Hookerton. Obscene, lewd, indecent or otherwise offensive language will not be tolerated in public spaces by any guest, staff, or visitor.

Children must be supervised at all times.

Pets are not allowed at the indoor facilities. Pets on city property must be on a leash and under the control of a handler at all times. Pet waste must be cleaned up and properly discarded.

NO DRUGS OR DRINKING ALCOHOLIC BEVERAGES WILL BE ALLOWED IN THE BUILDING OR ON THE PREMISES.

SMOKING WILL NOT BE ALLOWED INSIDE THE COMMUNITY BUILDING. SMOKING WILL BE ALLOWED OUTSIDE THE BUILDING. ALL CIGARETTE REMAINS MUST BE DISQUINGISHED AND DISGARDED IN TRASH RECEPTACLES.

Before leaving the Community Building, the lights must be turned off, including those in the bathrooms, and outside lighting. When you leave the Building, all outside doors must be locked including the door knobs. Do not touch or try to change the controls on our thermostats. Temperatures must remain as set on our automatic system. All water taps in the kitchen and bathrooms must be turned off and toilets flushed.

The Town of Hookerton and its employees will not be responsible for any accidents or injuries incurred during use of the Community Building. The Town Governing Body reserves the right to close down any function that does not abide by the rules. The renter agrees by signing this document that the above mentioned are released from full liability should any accident or injury occur.

By signing this application, I agree to abide by the rules and regulations for renting this facility.

Date: _____

Renter Signature: _____

Staff Signature: _____

CHECK OFF LIST FOR HOOKERTON COMMUNITY BUILDING

	YES	NO
1. WERE TABLES AND CHAIRS IN PLACE _____		_____
2. WAS DINING ROOM CLEAN _____	_____	
3. WAS KITCHEN CLEAN _____		_____
4. WAS REFRIGERATOR CLEAN _____	_____	
5. WAS MICROWAVE CLEAN _____	_____	

- 6. WAS STOVE CLEAN _____

- 7. WAS KITCHEN FLOOR CLEAN _____

- 8. WERE COUNTERTOPS CLEAN _____

- 9. WERE BATHROOMS CLEAN _____

- 10. WERE BATHROOM FLOORS CLEAN _____

- 11. WERE TOILETS FLUSHED _____

- 12. WERE ALL DECORATIVE ITEMS IN PLACE _____

- 13. 3 BIG ROOSTERS ON MANTLE _____

- 14. 3 BIG ROOSTERS ON PIANO _____

- 15. 6 SMALL ROOSTERS ON BOOKCASE _____

- 16. WERE LIGHTS OFF _____

- 17. WERE WATER TAPS OFF _____

- 18. WERE GROUNDS CLEAN FREE OF DEBRIS AND CIGARETTE BUTTS _____

- 19. WAS TRASH PUT IN OUTSIDE CONTAINER _____

- 20. WERE DINING ROOM FLOORS DAMAGED _____

- 21. WAS AC/ HEATER OFF _____

- 22. WERE FLOORS SWEEPED AND CLEAN _____

- 23. SCREEN BOX COVER ON _____

DATE: _____

Renter Signature:

Staff Signature: