



## CITY OF GRETNA RENTAL AGREEMENT FOR COMMUNITY ROOM

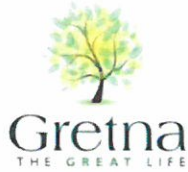
The renter agrees to the following fees and terms:

- |          |   |
|----------|---|
| \$125.00 | COMMUNITY ROOM/KITCHEN DEPOSIT<br>\$100.00 deposit to be returned upon inspection after use.<br>\$ 25.00 deposit to be returned upon receipt of the keys. |
| \$ 75.00 | COMMUNITY ROOM/KITCHEN USE FEE<br>This is a per day charge and is not refundable.   |

### TERMS:

The City of Gretna gives and grants unto the Renter the right to use the described premises in consideration upon the following conditions:

1. The Renter/Undersigned shall not use the premises in violation of any Federal or State Law, City Ordinance, or Fire regulations, and shall pay charges for special security if same are deemed necessary by the City of Gretna.
2. The Renter/Undersigned takes full responsibility for enforcing the NO SMOKING and NO ALCOHOLIC BEVERAGES in the municipal building/property rules and regulations. NO pan frying or deep frying of foods with oils/vapors (e.g. bacon).
3. Animals are not allowed inside the building, EXCEPT for service animals.
4. The Renter shall pay for any damage or breakage to the building or property there-in that occurs as a result of negligence or misuse of said premises by the Renter.
5. The Renter shall leave the premises in a clean and orderly condition (vacuum carpet/sweep floors; wipe tables & counters; garbage and other debris picked up and deposited into outside garbage receptacles; refrigerator and freezer cleaned out; etc.) according to the cleaning list provided or the City reserves the right to withhold refund of deposits.
6. Furniture in the Community Room shall be returned to such an arrangement as provided on the attached sketch.
7. The Community Room will hold a maximum of 75 people without tables set up and a maximum seating of 60 people using the tables and chairs provided.
8. The Community Room must be vacated no later than 11:00 P.M.
9. The Renter shall hold the City of Gretna harmless from all liability for injury or death, or loss of or damage to, any person or property that occurs during, or as a result of, the use of facilities by the Renter, and shall indemnify the City for all expenses it may incur as a result of claim or demand by anyone growing out of the use of said facility by the Renter.
10. The City reserves the right to withhold refund of deposits and to establish a larger deposit based on the type of event.
11. Additional conditions of this agreement, please refer to the notes on the back.



The undersigned agrees to the terms and conditions set forth above and the City of Gretna acknowledges receipt of payment of rental charges as specified and dated on this agreement.

Printed Name of Responsible Party \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date of Event \_\_\_\_\_ Time (In) \_\_\_\_\_ (Out) \_\_\_\_\_

Return Deposit Check:      By Mail      Shred      Pick Up      (Please circle one)

Keys will be picked up by: \_\_\_\_\_ by this date: \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Key numbers:      Unlock: \_\_\_\_\_

Lock: \_\_\_\_\_

Check # (\$75.00 Hall Rental) \_\_\_\_\_

Receipt Number \_\_\_\_\_

Check # (\$125.00 Deposit) \_\_\_\_\_

Receipt Number \_\_\_\_\_

Date Paid \_\_\_\_\_

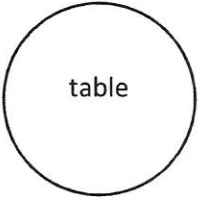
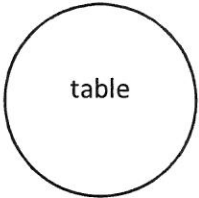
Date Deposit Returned \_\_\_\_\_ Returned By \_\_\_\_\_

Signature of Representative for City of Gretna \_\_\_\_\_

Back Door Exit

**Kitchen**

Stacked  
Rectangle  
Tables



Stack  
Chairs  
Here



Offices

Entrance From  
Upstairs

Coat Rack

Restrooms

Stacked  
Round  
Tables



## City of Gretna

# Basement Community Center Checklist

### Main Hall

- |  |   |
|--|---|
| <input type="checkbox"/> Tables / Chairs are wiped down                    | <input type="checkbox"/> No tables are damaged                  |
| <input type="checkbox"/> Thermostat is set to 68°F                         | <input type="checkbox"/> No damage to walls                     |
| <input type="checkbox"/> No chairs are damaged                             | <input type="checkbox"/> Leave 2 round tables set up            |
| <input type="checkbox"/> Tables/Chairs are stacked according to floor plan | <input type="checkbox"/> Floor is vacuumed and no stains/damage |
| <input type="checkbox"/> Trash has been taken out to dumpster              | <input type="checkbox"/> Lights are off                         |

### Kitchen

- |  |   |
|--|---|
| <input type="checkbox"/> Counters cleaned and no damages | <input type="checkbox"/> Refrigerator/freezer are cleaned out |
| <input type="checkbox"/> Stove tops/ovens are clean      | <input type="checkbox"/> Sinks are wiped out                  |
| <input type="checkbox"/> Floors are swept/mopped         | <input type="checkbox"/> Trash has been taken out to dumpster |
| <input type="checkbox"/> Trash liners replaced           | <input type="checkbox"/> Lights are off                       |

### Bathrooms

- |   |  |
|---|--|
| <input type="checkbox"/> Clean – Nothing on the floor, sinks and toilets cleaned if necessary |  |
| <input type="checkbox"/> Trash has been taken out to dumpster                                 | <input type="checkbox"/> Trash liners replaced |
| <input type="checkbox"/> No damage to sinks   | <input type="checkbox"/> No damage to toilets  |
| <input type="checkbox"/> No damage to walls   | <input type="checkbox"/> Lights are off        |

### Locking Up

- |  |  |
|--|--|
| <input type="checkbox"/> Basement back door locked on knob   |  |
| <input type="checkbox"/> Basement back door locked with key card fob – Make sure the light is red and not green  |  |
| <input type="checkbox"/> Upstairs front door locked with key card fob – Make sure the light is red and not green |  |