

Town of Hayden Community Center
Rental Agreement

Hayden Community Center
629 County Road 7
PO BOX 493
Hayden, AL 35079

1. Rental Fee:
 - *Kitchen or Meeting Room rental only – Four hour minimum - \$80.00
Each additional hour - \$20.00
 - *Entire Building – Four hour minimum - \$160.00
Each additional hour - \$20.00
2. **A \$100.00 deposit is due within ten days of making a reservation.** Remainder of rental fee must be paid 1 week prior to the scheduled rental unless paying with cash. Deposit and rental fee are payable via cash, money order or personal check. The \$100.00 deposit will be returned seven to ten days after the date of the rental assuming all stipulations listed below are followed by the renter. Failure to follow the rules listed below will result in a forfeiture of the deposit money.
3. **A key code to the Community Center will be issued to you (during regular business hours 8am to 3pm) on the day of or the Friday before a weekend rental date.** The code will only be good for the day of the rental. **The building must be cleaned and vacated by 10 pm** in order to be inspected.
4. Absolutely no smoking, alcohol, drugs, or firearms allowed on the premises, including the porch and yard area. Smoking is permitted on the paved parking area only.
5. Do not use any adhesive material to connect skirting to the tables.
6. Do not attach decorations to the walls, ceilings, doors, or windows.
7. Do not use confetti, glitter, or any other TINY decorative material.
8. Do not serve red or dark colored punch due to staining. (Tea, coffee, and soft drinks are acceptable)
9. Should you choose to move tables and/or chairs, their placement should at no time block any exit door.
10. Cleaning supplies are located in the closet in the kitchen.
11. All tables and chairs must be returned to their original positions in the room.
12. All tables should be wiped with a wet cloth.
13. The kitchen and restrooms must be swept and mopped. All kitchen countertops must be cleaned. (brooms and mops located in kitchen closet)
14. The floor in the meeting room must be vacuumed if the room was used. (Vacuum located in closet in the kitchen)
15. All trash must be removed from the building and placed in the dumpster at the end of the building. Do not leave bags of trash on the porch, in the building, or on the ground by the dumpster.
16. New trash bags should be placed in all trash cans. Trash bags are located under the counter in the cabinet next to the stove.
17. No loud noise outside of building. No speakers are to be placed on porch. If complaints are received regarding loud music, you will forfeit your deposit.
19. **Failure to properly clean the building will result in forfeiture of the \$100.00 deposit.**

SHOULD ANY QUESTIONS OR ISSUES ARISE DURING THE TIME OF YOUR RENTAL PLEASE CONTACT LARRY ARMSTRONG at 590-1467 or 288-0330 or PHYLIS BROOKS at 590-3452 or 912-667-6884.

**The Town of Hayden assumes no responsibility for accidents/injuries which occur on the premise.
Renters and guests assume all liability for any and all accidents/injuries.**

Due to the fact that other events may be scheduled before or after your event, it is imperative that all rules be followed.

I hereby state that I understand and will abide by the rules set forth by the Hayden Town Council.

By signing below, I understand and agree that I will be responsible for all charges incurred by the Town of Hayden in the event a professional cleaner/contractor must be hired to clean/repair the Community Center due to the negligence of myself or my guests on the date of rental.

RENTER SIGNATURE

PHONE NUMBER

Renter's Printed Name and Mailing Address

Renter's Driver's License Number Expiration Date State Issued

To be completed by renter:

Date of Event: _____

Office Use Only:

Time of Event: _____

Date Deposit Paid: _____

Please indicate the space you will be renting:

Date Paid in Full: _____

Entire Community Center: _____

Date Refund Issued: _____

Kitchen/Eating Area Only: _____

Amount of Refund: _____

Meeting Room Only: _____

PLEASE MAIL ALL PAYMENTS TO: HAYDEN TOWN HALL - PO BOX 493 - HAYDEN, AL 35079