

TOWN OF MUNFORD

BUILDING RENTAL POLICY/RELEASE

1. An advance reservation is required. Rentals are awarded on a first come, first serve basis. All payments are due no later than three (3) days in advance of rental date, unless otherwise arranged. Arrangements should be made at the time of payment for opening and closing the facilities. At no time is the facility to be left unattended.
2. Rental fee is _____ per day/event.
3. A refundable clean up deposit of \$25.00 will be required. All garbage must be bagged and put in garbage dumpster in parking lot. The building must be clean when the responsible party leaves before the deposit will be refunded.
4. Rental of one Town property, does not include the use of any other facility unless specified in writing.
5. Persons renting the facility will be held responsible for any damage done to the building, and/or its furnishings. This agreement includes the release of liability from the Town of Munford, Town Council members and its employees, for any damages incurred, personal or physical.
6. Do not remove any wall décor or furnishings from the building. Do not hang any items on the walls without expressed permission from the Town employee on duty.
7. Cancellation Policy: You must cancel no less than five (5) days prior to the rental date to receive a refund of your deposit. Failure to do so will be noted and used for further consideration of building rental.
8. No smoking, use of any tobacco products or alcoholic beverages are allowed in the building or on the premises.
9. For safety purposes, a designated person, from the rental party, will be required to stay on site until the employee is ready to leave the premises.

Signature of Responsible Party _____

Signature of Town Employee _____

Time and Date of Rental _____

Rental Fee/Deposit _____ Date Paid _____

Refund _____ Date Paid _____

Table rental \$5.00 each _____ Chairs rental \$1.00 each _____

Community Center / 2 hours \$65.00 / 4 hours \$120.00 / 8 hours \$200.00

Blue House / \$15.00 per hour

Holcombe Field, Walking Track and Baseball Fields / \$40.00 for 2 hours with additional \$15.00 per hour for lights