

**ATTACHMENT 1
RENTAL AGREEMENT**

GLIDE COMMUNITY CENTER - RENTAL AGREEMENT

Rev. 7-3-2013

Renter's Name _____ Telephone # _____

Date of Event _____ Time of Event _____

Purpose of Event _____

MAIN BUILDING (including kitchen)

RATES: Up to 4 hours \$60.00 Rental Charge \$ _____ Check # _____
 Over 4 hours \$110.00 Deposit \$ _____ Check # _____
 Deposit \$100.00 Op. Cost Reimbursement \$ _____ Check # _____
 Deposit - sound system \$50.00 (additional) GCC signature _____

DEPOSIT REFUND CHECKLIST

- All decorations and tape removed
- All rectangular tables stored under stage
- 4 tables with chairs set up as per diagram
- Other tables & chairs in assigned area (not over 5 high)
- Floors swept, mopped if necessary, and undamaged
- All trash placed in dumpster
- Bathrooms clean
- Kitchen clean (items from kitchen checklist below)
- Sound system in working order
- All fixtures and appliances in working order
- Heater returned to "Run" setting
- All lights and fans turned off
- Key(s) # _____ returned

KITCHEN ONLY

RATES: Full day \$50.00 Rental Charge \$ _____ Check # _____
 Deposit \$75.00 Deposit \$ _____ Check # _____
 GCC signature _____

DEPOSIT REFUND CHECKLIST

- All personal items removed
- Stoves and refrigerator clean and in working order
- All sinks and counters clean
- All utensils returned to proper areas
- Floor wet mopped
- All lights turned off
- Key # _____ returned

ANNEX

RATES: Full day \$25.00 Rental Charge \$ _____ Check # _____
 Deposit \$25.00 Deposit \$ _____ Check # _____
 GCC signature _____

DEPOSIT REFUND CHECKLIST

- All personal items removed
- Tables, sawhorses, and chairs replaced
- Floors swept
- All trash placed in dumpster
- All lights turned off
- Key # _____ returned

EQUIPMENT ONLY

RATES: Minimum Charge \$10 Rental Charge \$ _____ Check # _____
 Includes 2 brown tables and/or 16 folding chairs
 Additional brown tables \$2.00 each GCC signature _____
 Additional folding chairs \$0.50 each

I have read, understand, and agree to the terms set forth above and in the GCC Rental Rules. I understand that I may be liable for any uncleanliness or damage not reported immediately after I enter the building.

Renter's Signature _____ Date _____

I acknowledge that the deposit was returned to me. _____
Renter's signature Date

OR

The deposit was retained because _____ . _____
GCC representative initials Date