

# NEWHALL PARK PAVILION RENTAL AGREEMENT

Read all rules before signing

## RULES

- NO SMOKING in any part of the building
- Return all chairs to their rack. Tables should be returned to their racks in the months of September through March.
- **DO NOT USE NAILS, TACKS, STAPLES, TAPE, OR ANYTHING ON THE WALLS, DOORS, OR TABLES, this includes command strips). Leaning heavy items against walls that leaves a mark is also not allowed. Also, no hanging things from the ceiling.**
- No pets are allowed inside the pavilion – service dogs allowed.

## CLEANING

- Wipe off all tables, chairs, counters, and appliances.
- **SWEEP, MOP floors and VACUUM rugs – ALL ARE REQUIRED.**
- Clean-up all messes or spills in the restrooms, including the garbage, floor, sink, and toilets. Don't forget to take the garbage and check stall doors and toilets carefully.
- Pick up all trash outside the building – **ALL trash MUST be taken with you when you leave.**
- Drape damp or wet towels over the counter and sink to dry (don't take them home, we will wash them)
- Do NOT remove valances from the windows.
- Turn off ALL lights and fans – including the restrooms – outside lights should remain on
- Lock all doors and windows. PLEASE check all doors.
- The pavilion is yours 8am to midnight the day you have reserved – this includes cleaning.
- When leaving – turn the thermostat to 55° in winter and 74° in the summer.
- Return key within 24 hours to the City Hall or the night deposit box.

I have read the instructions and by signing I agree to all the rules and cleaning. I understand the city will notify me by phone if they are cashing my deposit check.

Name \_\_\_\_\_ Date Signed \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Date of Event \_\_\_\_\_ Description \_\_\_\_\_

Deposit Amount Paid \_\_\_\_\_ Rental Fee Paid \_\_\_\_\_

Phone Number \_\_\_\_\_ WIFI Password \_\_\_\_\_

**EVIATING OR OMITTING ANY OF THE INSTRUCTIONS OR RULES GIVES THE CITY  
THE RIGHT TO CASH YOUR SECURITY DEPOSIT ON FILE AT CITY HALL PLEASE  
REFERENCE THE BELOW FEES**

The following fees will be deducted from your deposit if not completed. The city will cash your deposit check and reimburse you any remaining amount after the below charges have been deducted. **THANK YOU IN ADVANCE FOR FOLLOWING OUR RULES.** We appreciate you assisting with keeping our pavilion in great condition.

|  |    |        |                          |
|--|----|--------|--------------------------|
| Garbage was left in bags or in the restrooms or not taken                  | \$ | 25.00  | <input type="checkbox"/> |
| Lights and/or fans were left on or thermostat not adjusted when leaving    | \$ | 25.00  | <input type="checkbox"/> |
| Doors and windows were not locked, and/or key not returned within 24 hours | \$ | 25.00  | <input type="checkbox"/> |
| Floors were not swept, mopped, or rugs not vacuumed                        | \$ | 25.00  | <input type="checkbox"/> |
| Toilets and/or sinks were not clean – includes stall doors and floor       | \$ | 25.00  | <input type="checkbox"/> |
| Items were hung and/or leaned on wall and marks were made                  | \$ | 25.00  | <input type="checkbox"/> |
| Chairs, tables and appliances were not wiped down or returned to rack      | \$ | 25.00  | <input type="checkbox"/> |
| Additional Cleaning from list on frig was not done                         | \$ | 25.00  | <input type="checkbox"/> |
|  | \$ | 200.00 | <input type="checkbox"/> |