



CITY OF KUNA
SENIOR CENTER RENTAL AGREEMENT
763 W. Avalon, Kuna, ID 83634 • 208 922-5546/Fax 208 922-5989

Contact _____ Telephone: _____
(Name of Contact Person)

Address: _____

Date Required: _____ Time Required: _____ Number of Attendees: _____

Rental Fees

Main hall only: \$150 refundable cleaning and damage deposit required.
\$ 50 for the first hour and \$10 per hour or fraction thereafter.

Rules

1. Absolutely no alcoholic beverages or smoking allowed in the building (ashtray is located on front patio).
2. Because Central District Health cooks for and maintains the kitchen, all the dishes and utensils are deemed to be off-limits. You must furnish your own coffee maker, cups, punch bowl, glasses, dish towels, utensils, serving dishes, cream and sugar, salt and pepper, etc.
3. The building shall be left in clean and serviceable condition. You must bring your own trash bags. Tables and chairs must be put back in original locations.

I have read the foregoing and agree to all conditions therein. I understand that the TIME REQUIRED listed above is to include the time needed to set up, decorate, clean up, or whatever other preparations are necessary for my use of the building.

Signature of Acceptance

Date

*Keys must be picked up before 5 pm on the day of the event or before 5 pm on Friday for weekend event
Return keys in drop box located at City Hall*

SENIOR BUILDING RENTAL CHECK LIST

MAIN ROOM: *Put tables & chairs back to original positions*
 Clean tables & chairs
 Sweep & mop floors

RESTROOMS: *Toilets flushed*
 No water running
 Sweep & Mop floors
 Lights out

ENTRY WAY: *Sweep & Mop floors*

FRONT DOOR: *Pick up any cans or debris etc.*

Please list below any problems or complaints:

Above items are completed & all rules followed:

_____ *Responsible Party*

_____ *Date*

RETURNED KEY TO CITY HALL	<i>Yes</i>	<i>No</i>
REFUND:	<i>Yes</i>	<i>No</i>