

Town of Lattimore
PRICE COMMUNITY CLUBHOUSE
RENTAL AGREEMENT

Thank you for your interest in renting the Price Community Clubhouse. This building was a gift to the town and has been maintained by taxpayer's dollars and the hard work of local citizens. Please carefully review the following guidelines and sign the attached application indicating that you agree to abide by the following guidelines.

SCHEDULING

The Clubhouse may be scheduled by contacting the Town Clerk, LaSandra Pearson. It is rented to responsible parties on a first-come, first-serve basis. If the desired date is available, then an application for rental may be submitted. After the application has been submitted, you will be notified of approval. The Town reserves the right to approve or deny use of the building. The Deposit is due when the application is approved/ accepted.

RENTAL FEES

Individuals living within the town limits of Lattimore may rent the Clubhouse for **\$100 per day**. Residents of the town may not rent the facility on behalf of those **outside** the town limits. Abuse of this policy will result in the forfeiture of the opportunity to rent the Clubhouse in the future.

Individuals or groups outside of the town limits may rent the Clubhouse for **\$150 per day**.

The Lattimore Women's Club and Lattimore Men's Club may use the building free of charge per a previous agreement with the Price Foundation.

The Rental fee is due to the town clerk no later than one week BEFORE the event via cash or check (Checks should be made out to: The Town of Lattimore)

REQUIRED DEPOSIT

All renters are required to leave a deposit of **\$50** at the time of rental application. The deposit will be returned once the key has been returned and the building has been checked for damage. **Any damage costs above the deposit amount will be the responsibility of the renter.**

AMENITIES

The Clubhouse has several conveniences:

Central heating & air, refrigerator, stove, padded chairs, large round & rectangular tables, couches, chairs, and a variety of kitchen utensils and dishes.

Renters must furnish their own paper products (i.e. napkins, paper towels etc.)

USAGE GUIDELINES

The Clubhouse **is a smoke-free facility**. Violation of this policy will result in the forfeiture of the deposit and the opportunity to rent the building in the future.

No alcohol, drugs, or weapons are to be brought onto the property. Violation of this policy will result in the forfeiture of the deposit and the opportunity to rent the building in the future.

Usage by individuals below the age of 18 **must be** supervised by an adult.

Please DO NOT attach anything to the walls for decoration.

The **small meeting room** (the Daisy Price Room) may not be used without prior permission from the Town Clerk. If approved for use, **no food or drink** may be brought into the room.

The building may not be used past 12 midnight.

DEPARTURE CHECKLIST

The renter must agree to do the following before departing:

- Remove all food from the refrigerator (if used)
- Ensure stove and oven are turned off.
- Set heat on 65 degrees in winter or air on 78 degrees in summer.
- Clean floor if there are spills (There's a mop & bucket in Storage Closet & cleaners under the kitchen sink)
- Check faucets and sinks in kitchen and bathrooms to make sure all water is off.
- Clean and organize all utensils, dishes, and other kitchen items (if used)
- Remove all personal items.
- **Please take your garbage bags with you. We no longer dispose of trash from renter activities.**
- All furniture must be returned to original positions (lift rather than slide to protect floor damage). If you plan on moving any furniture, it is suggested that you take photos beforehand for use when cleaning up & moving things back.. If you used extra chairs from storage closet -return them there.
- Leave the building like you found it-clean and neat

If part of the departure checklist is not complete, the town reserves the right to retain part or all of the deposit.

TOL

Town Hall phone: 704-434-2620

LaSandra Pearson, Clerk: 704-472-0929