

Deposit - \$200.00

Rental: \$125.00 (Morris Residents)
\$200.00 (Non-Residents)

RENTAL AGREEMENT FOR THE TOWN OF MORRIS – SENIOR CENTER

The Senior Center is located at 601 Morris Majestic Rd – Morris, AL 35116 and may be rented through the Town Hall.

Agreement to Reserve the Morris Senior Center

Date of Rental: _____ Key#: _____

Time of Rental: _____

Name of Person Responsible for Rental: _____

Address: _____

Two Contact #'s: _____ and _____

Check # of Deposit: _____ or Cash Amount: _____

Check # of Rental fee: _____ or Cash Amount: _____

TERMS OF RENTAL AGREEMENT:

- The individual entering into this agreement must be 21 years of age and be prepared to present a driver's license as proof.
- The rental includes use of the main room, kitchen, bathrooms, and back room.
- Upon rental of the building, the renter must sign the rental agreement.
- The building is a government building and must be treated as such; therefore, **NO SMOKING OR ALCOHOLIC BEVERAGES** will be allowed on the premises.
- Renters are responsible for supplying his/her own coffee, creamer, sugar, cups, linens, China, flatware, toilet paper, paper towels, trash bags for his/her own event. **DO NOT USE THE SUPPLIES IN THE KITCHEN WHICH ARE PROVIDED FOR THE SENIOR CITIZENS MEALS AND FOR THEIR ACTIVITIES.**
- Renters are responsible for cleaning according to the check list provided. **IF ANY DAMAGES OCCUR, THE DEPOSIT IS FORFEITED.**
- The rents assume all risk of loss or damage to personal property and Town of Morris property caused by the renter and/or individuals in attendance. The renter agrees to return the property to the condition in which it was received by the Town. The renter will pay all attorney fees generated in the collection of damages. The renter and/or individuals attending all waive liability for injury occurring at the place of rental.

- Decorations are permitted. **IF ANY NAILS, HOOKS, TAPE OR HOLES FROM SUCH ARE FOUND, YOUR DEPOSIT WILL BE FOREITED.**
- Do not affix any signs, balloons, streamers, directional makers, or anything of such nature to the new sign at the front of the Senior Center/Community Center.
- **NO GLITTER, RICE, CONFETTI, BIRD SEED, OR ANY LIKE MATERIALS ARE NOT PERMITTED. YOUR DEPOSIT WILL BE FOREITED.**
- The building is air conditioned/heated; therefore, windows are not permitted to be opened. The front and back doors are not to be propped open at any time.
- Since the Senior Center is located near residential neighborhoods, it is the renter's responsibility to keep the noise level at an acceptable volume so as not to be disruptive to the neighborhood.
- Upon completion of the rental agreement and payment of the rental fee, the building is considered rented for the date shown on the form. Access to the building earlier than that day of the rental may result in additional charges, since the building may be rented out to another group.
- Renter must have the facility cleaned and vacated by 10:00 p.m. The facility must be always occupied or locked if unoccupied during the rental period.
- Parking should be confined to the designated parking spaces located outside the building.

I understand and agree to all the above conditions. I also realize that if I do not follow the above conditions, I shall forfeit my deposit to pay for any cleaning and/or damages. I further understand that the Town of Morris is relieved of any responsibility for injury or damages to any person, automobile, personal belongings, etc. before, during, and after my event at the Morris Senior Center.

Signed: _____ Date: _____
Responsible Person

FURNITURE WILL NEED TO BE PUT BACK HOW YOU FOUND IT OR YOU WILL NOT GET YOUR DEPOSIT BACK!

THE KEY IS TO BE RETURNED TO THE MORRIS CITY HALL THE NEXT BUSINESS DAYS FOLLOWING YOUR EVENT!

ATTACHED IS THE CLEANING CHECKLIST FOR RENTERS OF THE TOWN OF MORRIS SENIOR CENTER!

DO NOT MOVE THE COUCH, YOU WILL NOT GET YOUR DEPOSIT BACK!

Other information:

Tables: Eight 48" Round
 Two 60" Round
 Four 27 ¼" x 60" Rectangle

Capacity Seating-106 Standing-140

RENTAL CLEANING CHECK LIST

PLEASE DO NOT MOVE THE COUCH

NO GLITTER, RICE, BIRD SEED, OR ANY LIKE MATERIALS! THIS WILL RESULT IN AN AUTOMATIC LOSS OF YOUR DEPOSIT

Remove all decorations. It will be an automatic loss of deposit if any nails, hooks, or tape are found on the walls.

Collect all trash from each room and bathroom and put it in the outside dumpster. Please put new trash bags in the trash cans.

Sweep and mop all floors.

Clean all tables.

Clean all countertops and wash all dishes used.

Check to make sure all lights are off, and the AC/Heat is left the way you found it.

Make sure all doors are locked.

All cleaning supplies can be found under the kitchen sink.

X _____ Date: _____

Signed by Responsible Person