

City of Morris - Senior Center Rental Agreement

601 Morris Majestic Rd, Morris, AL 351 1 6

Reservation Agreement

Date of Rental	
Time of Rental	
Responsible Party	
Address	
Contact Numbers	
Deposit	\$250.00 Resident \$350.00 Non-resident
Rental	\$250.00 Resident \$350.00 Non-resident Four hours + \$50.00 each additional hour
Deposit Check # / Rental Fee Check #	

Facility Details

Initial

Tables: Eight 48" round, two 60" round, four 27-1/4" x 60" rectangle
Capacity: 106 seated, 140 standing

Terms and Conditions

Initial

- The renter must be at least 21 years old and present a valid driver's license.
- Rental fee is for 4 hours. A charge of \$50.00 per hour will be applied for each additional hour.
- The rental includes access to the main room, kitchen, bathrooms, and back room.
- The agreement must be signed before the building is used.
- The Senior Center is a government facility. Smoking and alcoholic beverages are strictly prohibited on the premises.
- Renters must provide their own coffee, creamer, sugar, cups, linens, dishes, flatware, toilet paper, paper towels, and trash bags.
- Supplies in the kitchen designated for senior citizen meals and activities are not to be used by renters. Renters are responsible for cleaning the facility according to the attached checklist. Any damages will result in forfeiture of the deposit.
- The renter assumes all risk for loss or damage to personal and Town property caused by themselves or their guests. The renter agrees to return the facility to its original condition and is responsible for any legal fees incurred in the collection of damages.

- The Town of Morris is not liable for any injuries or damage to persons or property before, during, or after the event.
- Decorations are allowed, but nails, hooks, pins, or tape that could damage walls, ceilings, windows, or doors are prohibited. Use of such items will result in loss of deposit.
- Glitter, rice, confetti, bird seed, or similar materials are not allowed. Use of these will result in loss of deposit.
- The building is climate controlled. Do not open windows or prop open doors. Set the thermostat no higher than 72°F for heat and no lower than 68°F for cooling.
- Keep noise at a reasonable level to avoid disturbing nearby residents.
- Access to the building before the rental date may incur additional charges.
- The facility must be cleaned and vacated within two hours after the event, and no later than 10:00 p.m.
- The building must be locked when unoccupied.
- Park only in designated spaces.
- The couch must not be moved under any circumstances; moving it will result in loss of deposit.
- The key must be returned to Morris City Hall on the next business day after your event.

 Acknowledgment

Initial

- Do not move the couch.
- Do not use glitter, rice, bird seed, or similar materials.
- Remove all decorations. Loss of deposits if nails, hooks, or tape are found.
- Collect all trash and place it in the outside dumpster. Replace trash bags.
- Sweep and mop all floors.
- Clean all tables and countertops; wash any dishes used.
- Ensure all lights are off and the thermostat is set as found.
- Lock all doors before leaving.
- Cleaning supplies are under the kitchen sink.

 Acknowledgment

Initial

I have read and agree with all terms and conditions above. I understand that failure to comply may result in forfeiture of my deposit and that the Town of Morris is not responsible for any injuries or damages related to my event.

Signature: _____

Date: _____