

## Village of Milan Room Rental Agreement

**Fees will be charged for the time you are in the building. If you plan on doing any decorating, please allow for it in your rental time. Clean up time is included as well.**

Rental fee for family fun room is \$50 per hour for the first 6 hours with a \$100 deposit. Over 6 hours room rental fee is \$500 with a \$150 deposit. A \$25 additional charge will be added if the alarm is activated. A \$10 fee will be kept from the deposit if key is lost or damaged.

Parks Facility rental is \$200 for up to 8 hours with a \$75 deposit.

Village of Milan will have a representative available to inspect the buildings at the end of your rental time.

**THERE IS NO ALCHOL OR SMOKING ALLOWED IN THE BUILDINGS OR ON THE VILLAGE PROPERTY.**

### **Guidelines for Cleaning:**

1. You will need to provide your own clean materials, including paper towels, toilet paper and extra trash bags.
2. Sweep, and mop all floors using warm water only. Dump mop water outside not down the sink.
3. All counters need to be wiped off.
4. All appliances that have been utilized need to be cleaned.
5. All trash removed. Do not dump lose trash in trash bin make sure it is in a trash bag please.
6. All tables need to be wiped and chairs clean. Only put 24 chairs in the chair holder more than that will tear the floor which you will be responsible for the repairs at your expense. (REMOVE ALL TAPE FROM CHAIRS AND TABLES) (LEAVE ALL TABLES and CHAIRS UP FOR INSPECTION)
7. Clean all restrooms.
8. Remove ALL STICKY TACK and decorations from walls.

### **Guidelines for decorating:**

1. Only use Sticky tack on the walls. **NO THUMP TACKS/ TAPE /NO STAPLES!!!!**
2. **DO NOT HANG DECORATIONS FROM THE CEILING.**

If there are any ceiling tiles broken or any of the floor tiles broken or damaged in any way, you will be responsible for replacing these items at your expense. If there are any tables or chairs damaged you will be responsible for replacing them at your expense.

I have read and fully understand the room rental agreement contract.

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

**BY SIGNING THIS YOU AGREE TO THE TERMS OF THIS CONTRACT**

**IF ALL THE CONDITIONS ARE NOT MET YOU WILL NOT RECEIVE YOUR DEPOSIT BACK!!!!**

**AFTER ROOM IS ALL CLEANED AND READY FOR INSPECTION CALL: Ellen Baca 290-2793**

**Check List for room rentals**

All counter tops are cleaned \_\_\_\_\_

All trash is taken out including bathrooms \_\_\_\_\_

Bathrooms are cleaned \_\_\_\_\_

Warmer is Cleaned \_\_\_\_\_

Microwave is cleaned \_\_\_\_\_

Stove is Cleaned \_\_\_\_\_

Refrigerator is cleaned \_\_\_\_\_

Floors are swept/mopped \_\_\_\_\_

Sticky tack/paper removed from walls, tables and chairs \_\_\_\_\_

Sinks are cleaned \_\_\_\_\_

Customer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_