



5484 Main Drive, New Hope, AL 35760 Phone 256-723-2616

New Hope Senior Center Rental Agreement

Todays Date: _____ Date of Rental : _____

Name of individual or Organization: _____ EIN# or License# _____

Address: _____

City, State and Zip Code: _____

Telephone Numbers: Home: _____ Work _____ Cell _____

If an organization, is the charter address within the city limits of New Hope? Yes _____ No _____

Is your personal address within the city limits of New Hope? Yes _____ No _____

Type of event: _____ Approximate # of people attending: _____

Start and End Time of Rental: Start Time: _____ End Time: _____

Sundays only available from 1 pm to 4 pm. Must be cleaned up and doors closed at 4 pm.

I have read this agreement, and I, and/or my organization, agree to abide by the terms and conditions outlined on this form.

I also understand that I will be held responsible for any damage that occurs to the building during the course of my rental.

Signature of Renter

Date

City of New Hope Usage Agreement

DEPOSIT AMOUNT COLLECTED: _____ CASH ☐ CREDIT ☐ CHECK ☐ chk # _____

RENTAL AMOUNT COLLECTED : _____ CASH ☐ CREDIT ☐ CHECK ☐ chk # _____

EMPLOYEE SIGNATURE: _____ DATE: _____

1. Rental Rates:
 - Non-Resident of New Hope: \$100 Rental Fee and \$100 damage deposit
 - Resident of New Hope: \$75 Rental Fee and \$75.00 damage deposit
 - A copy of your driver's license and utility bill will be required for address verification.
2. This rental agreement pertains to the main, large room, kitchen and restrooms only.
3. **NO TAPE, THUMBTACKS, NAILS, SCREWS, OR OTHER ADHESIVE/ATTACHMENTS MAY BE USED ON THE WALLS. FAILURE TO COMPLY WITH AND/OR ANY RESULTING DAMAGE WILL BE THE RESPONSIBILITY OF THE RENTER.**
4. The damage deposit will be refunded only if the person or organization makes the cancellation and provides a refund request in writing at least ten (10) days before the scheduled event.
5. The renter is responsible for any damage that occurs while the facilities are in their care and for the general cleanup. Upon inspection, the renter will be refunded the damage deposit, provided there is no damage to the property.
6. Law and Order: It is understood that people or groups using the Senior Center Facility will abide by the laws and Ordinances of the City of New Hope.
7. Clean Up: The Senior Center Facility must be completely clean upon completion of the function. This includes sweeping floors, wiping down and cleaning all tables and countertops, removing any decorations or signage, bagging and removing all trash from the building and grounds, and placing it in the proper outside disposal cans.
8. Injury: Neither the City of New Hope nor Madison County will be liable or responsible in any way whatsoever for any injury that may occur during your function.
9. Thermostats are to be adjusted by Personnel only.
10. No alcoholic beverages are permitted on the property.
11. The City of New Hope and Madison County are indemnified against any loss or liability arising from the use of the facility.

Signature: _____ Date: _____

[www.dropbox/seniorcenter/rental forms](http://www.dropbox/seniorcenter/rental%20forms)