



CITY OF FREEPORT
APPLICATION FOR USE OF RENTAL FACILITIES

Name of Organization/Renter: _____

Street Address: _____

Mailing Address: _____

Telephone Number: _____

Facility Requested: _____

Dates: _____ Hours: _____

Purpose for which facility will be used: _____

Please read and initial each of the following statements. By initialing you indicate that you have read, understand and agree to each one.

_____ I understand that if for any reason I need to make a change to my contract (ex. Add a room(s), cancel a room, change the time, etc.), I will make arrangements at least 24 hours before my rental date.

_____ I understand that if I need to cancel or change the time of the rental, a 24 hour notice is required for a full refund and to avoid additional costs.

_____ I understand that the time I put above is the time that I want the building unlocked and locked back.

_____ I understand that someone needs to be present and on time at the time specified for the building to be unlocked and will not leave until the staff person has come to inspect the building upon completion of my function.

_____ I understand that if I finish before time stated on this contract, I will call the duty person to lock the building and wait for their arrival for inspection.

_____ I understand that if I go over the time stated above, I will be responsible for all additional rental and labor fees incurred.

_____ I understand that there are tables and chairs in the room(s) that I am renting, that must be restacked as I found them.

_____ I understand that there can be nothing attached in any way on the walls, doors, tables, or any other part of the interior or exterior of the building.

_____ I understand that nails, tacks, staples, tape, etc. cannot be used on the walls and I will be responsible for the cost to repair any damages incurred.

_____ I will not allow any unlawful or offensive activities on the premises by myself or my guest.

_____ I understand that it is unlawful to have alcohol on the premises and there is no smoking inside any city facility.

_____ I will be responsible for any and all damages to premises during use.

_____ I will remove any and all objects that I have brought into the building including but not limited to: chairs, tables, tents, etc. that I have rented from an outside source or I will be responsible for additional rental fees.

Please note that storage of any items is prohibited outside your paid contract rental times and the City of Freeport will not be held responsible for any damages to personal or other rented items.

_____ I understand the noise of my room cannot be excessive in order to accommodate any other renters in the building. Please be courteous.

Clean-up Procedure for All Events

1. Wipe off all tables and chairs.
2. Restack all tables and chairs as you found them.
3. Sweep and mop all areas utilized.
4. Take out all trash from areas utilized — place trash bags and put in dumpster at the rear of the building.
5. Clean kitchen and remove all items from refrigerator.
6. Turn out all lights.
7. Close and secure all doors utilized.

_____ I understand the clean up procedures as listed above and will ensure the room(s) is completely cleaned.

_____ In the event the City requires use of any City building during an emergency, the City reserves the right to cancel any scheduled use for said building and refund all rental fees.

The undersigned, a citizen or a legal adult duly authorized to contract and on behalf of the above named organization, hereby agrees on behalf of said organization to the terms and conditions above set forth.

Date: _____ Applicant signature: _____

Applicant's name (Please Print): _____

Rental Information

**A half day rental is considered 6 hours or less. More than 6 hours is considered a full day rental. (7:00 am to 10:00 pm)
(Listed prices do not include 7% sales tax)**

\$ 100.00 deposit per facility to be returned after event less any damage and/or additional charges incurred.

Community Center (entire building)	\$200 (\$14 s/t) per day/\$100 (\$7 s/t) half day
Anchor Room	\$ 75 (\$5.25 s/t) per day/\$50 (\$3.50 s/t) half day
Mariner Room	\$ 50 (\$3.50 s/t) per day/\$35 (\$2.45 s/t) half day
Kitchen (with either room)	\$ 25 flat fee (\$1.75 s/t)
Old Post Office	\$ 75 (\$5.25 s/t) per day/\$50 (\$3.50 s/t) half day
Blount House	\$100 (\$7 s/t) per day/\$50 (\$3.50) half day

No City Facility will be reserved until full payment is made and a contract is signed. Photo identification is required for rental.

IN CASE OF AN EMERGENCY DIAL: 911
POLICE DEPARTMENT: 892-8186
FIRE DEPARTMENT: 835-2192
CITY HALL: 835-2822
AFTER HOURS DUTY PERSON: 685-2166

Fee charged for facility: \$ _____ Tax: \$ _____ Deposit: \$100.00

Total: \$ _____ Date paid: _____

Date approved: _____ City Staff: _____