



Community Building Rental Agreement and cleaning Checklist

P.O. Box 128 • 125 S. Second
Odessa, MO 64076

Rental Date

Deposit

Paid

Rental

Paid

I (We) have received the cleaning checklist regarding the conditions for leaving the building. I understand that I may arrange to be present at the caretaker's post- use inspection, and that any expense of returning the building to its original condition will be deducted from my deposit. I (We) will be responsible for additional costs. I (We) will not disturb the Martial Arts mats, anything present before us, City Seal, Missouri Flag or American Flag.

Full Name

E-Mail

Address

Phone #

Deposit Hold Refund

Cleaning Checklist (All Cleaning Supplies are located in the Kitchen Closet)

- Wipe Tables Down
- Remove all decorations, adhesives, string, & etc
- Tables and Chairs placed back in racks
- Trash picked up and palced in outside dumpster
- New can liners placed in building trash cans
- Floor swept and mopped
- Bathrooms cleaned and trash removed
- Kitchen Cleaned and Fodd removed from refrigerator/ freezer
- Lights off, Doors Locked, and Return Key to City Hall

Renter Signature _____

Key # _____ *Date returned* _____

Please note: You may NOT use the building prior to your start time and you must be cleaned up and out by your end time. Must Pick up key the week of your event at City Hall 816-230-5577 (M-F 8:30 - 5:00)
www.cityofodessamo.com

CANCELLATION Policy: a \$25 service fee will be charged for any rental cancellation. To obtain a full refund, Odessa City Hall must receive WRITTEN NOTICE 30 days prior to rental date. When cancellation requests are received LESS than 30 days' notice, only the security deposit is refundable.

Cash: Yes No

Credit Card: Yes No

Check #: Yes No

Date paid:

\$