



**Community Building at Dyer Park**  
601 W Main St  
**Rental Agreement & Cleaning Checklist**

RENTOR INFORMATION		ORGANIZATION:	
Renter Name:			
Address:			
Telephone number:			
Rental Date:	Use Time	am/pm	End: am/pm
	Start:		

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, City Seal, Missouri Flag or American Flag.

CLEANING CHECKLIST (ALL CLEANING SUPPLIES ARE LOCATED IN THE KITCHEN CLOSET)	
<input type="checkbox"/>	Wipe tables down
<input type="checkbox"/>	Remove all decorations, adhesives, string, etc.
<input type="checkbox"/>	Tables and chairs placed back in racks
<input type="checkbox"/>	Floor swept and mopped
<input type="checkbox"/>	Trash picked up and placed in outside dumpster
<input type="checkbox"/>	New can liners placed in building trash cans
<input type="checkbox"/>	Bathrooms cleaned/trash removed
<input type="checkbox"/>	Kitchen cleaned and food removed from refrigerator/freezer
<input type="checkbox"/>	Lights turned off
<input type="checkbox"/>	Doors locked
<input type="checkbox"/>	Return Key to City Hall
	Key Number: _____ Date Returned: _____

Deposit \$ \_\_\_\_\_

Date of payment: \_\_\_\_\_

Rental \$ \_\_\_\_\_

Total \$ \_\_\_\_\_      CASH      CHECK #           Card

Renter signature X \_\_\_\_\_

Office Personnel X \_\_\_\_\_

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- 816-230-5578 (M-F 8:30-5:00pm)**

**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.**