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| --- | --- |
| Date of Rental: | Phone #: |
| Name of Renter and/or Organization |  |
| Address |  |
| Purpose of Rental |  |


**Wayne & Ila Blakeney Community Building
Rental Agreement**

Rental Rate is $100.00 per day plus a $25.00 Refundable Deposit. Rate may be increased based on the above purpose. Refunds are based on the cleanliness of the building after rental and abiding by the set of rules given to you at the time of signing this agreement.

**Beverages that contain alcohol are strictly prohibited in the community building or Ward Park at any time!**

I agree to the above terms and the rules that have been given to me. I will protect the property of the Village of Ridge Farm.

Signature Date

|  |  |  |
| --- | --- | --- |
| Rent Paid: | Deposit Paid: | Date: |
| Key #: | Issue Date: | Return Date: |

**Ridge Farm’s Wayne Blakeney Community Building**

**Please Respect the Building and Our Park**

1. No Alcohol Allowed.
2. No Smoking in the Building.
3. Place all tables and chairs back where you found them.
4. **DO NOT** remove the tables and chairs from the building.
5. Please **DO NOT** stick tape to the walls or use push pins to secure decorations.
6. Sweep and mop all floors.
7. Clean up all spills.
8. Clean the oven, stove, and microwave after use.
9. Wash the counters.

10. Wipe down the tables.

11. Follow all rules for the sinks.

12. Clean up and change the trash in both bathrooms.

13. Do not put trash in the recycle trash can. This is for pop cans only.

14. Take out your trash. Place your bagged trash in the dumpsters on the south end of the building. Trash cans use 33 gallon bags. The Village of Ridge Farm **DOES NOT** provide them.

15. Bring your own cleaning supplies. The Village of Ridge Farm **DOES NOT** provide them. Broom, dust pan, mop, and bucket are provided.

16. Bring your own supplies such as; coffee, filters, tea, toilet paper, paper towels, etc. The Village of Ridge Farm **DOES NOT** provide them.

17. All windows and doors are to be shut and locked when you leave.

18. Adjust the thermostat to the original setting. Summer 75, Winter 64.

19. Make sure to shut off ceiling fans and all lights when you leave.

We have several groups who use the building on a regular basis. Please respect their property.

If the building is not cleaned, or damage has incurred, your deposit will be forfeited. Based on the damage, additional fees may apply. The Village of Ridge Farm retains the right to refuse to rent the building to your group in the future.

If there are any problems during your rental of the building you may call the Village Hall during business hours M 9-4 T 8-1 W-F 2-7 at 217-247-2239. After hours, please call Leigh Busby 217-247-2389.