



# CITY OF JOHN DAY

## Fire Hall Rental Agreement

Organization: \_\_\_\_\_ Date of Reservation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: Start: \_\_\_\_\_ AM/PM End: \_\_\_\_\_ AM/PM

☐ Reoccurring ☐ Would you like to be invoiced (only for re occurrence)

### Conditions of Rental:

There is a non-refundable reservation fee. All payments shall be made by cash or check at the time the reservation is made. A key will be provided, in the event the key is lost or not returned, a key replacement fee of \$50 will apply. Guests are responsible for disposing of their own trash at the end of their rental period. The room must be returned to its original condition upon departure. This includes putting furniture and items back in their original places and ensuring the space is clean and orderly. If additional cleaning is required beyond normal use, you will be charged a \$50 cleaning fee.

Failure to comply with these conditions may result in additional cleaning fees or forfeiture of deposit, as applicable.

Person Responsible (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_