

Building Rental Form

Date & Time needed _____

Renter _____

Address _____

Phone _____

Rental Fee \$35

Deposit \$50

(Separate- check or cash only for deposit)

Make all checks payable to: Village of St. Joseph

- All tables and chairs need to be wiped down and returned to original positions (including board desk if used)
- All trash removed and trash liners replaced
- Floors vacuumed
- Kitchen (if used) must be cleaned
- Remove all tacks, tape and other devices used for hanging balloons, streamers, banners, etc.
- Replace toilet paper and paper towels (will be provided)
- Remove all food items from the refrigerator and freezer

Side Note Please do not allow children to play or pick flowers out of the flower bed. We have citizens who work hard to maintain it free of charge. Thank you!

Please sign if you have read and agree to the above stated terms. If the above terms and conditions are met, you will receive your deposit back. Any damage to either the interior or exterior of the building will result in loss of deposit.

Renter Signature _____

Date _____

Office Use Only:

Clean up verified: _____
Signature of office personnel

If not, reason for loss of deposit: