

**City of Ward, Arkansas
Facility Rental Agreement**

Date(s) of Use: _____

Organization: _____
(If applicable)

Contact Person(s): _____

Address: _____

Contact Number(s): _____

Email Address: _____

Purpose of Rental: _____

Estimated Time In: _____ **Estimated Time Out:** _____

FACILITY TO BE RENTED

_____ Cafeteria \$125.00 total = \$75.00 rent + \$50.00 Clean up fee - refundable if room is cleaned;
-Payments will need to be paid in 2 separate checks.

_____ Large Ball Field (300') - \$25.00 for up to 2 hours

_____ Small Ball Field (200') - \$20.00 for up to 2 hours

_____ Sports Complex \$100.00 per field, per day

_____ City Gym \$25.00 for 2 hours

_____ City Gym Event \$100 per day, \$50 for half day + \$50 Cleaning deposit - refundable if cleaned

_____ Busby Lake Pavilion \$75.00 total - (\$25.00) refundable if pavilion is cleaned

Fee can be replaced or reduced with **APPROVED** in-kind contribution.

CITY RENTAL RULES, PLEASE READ & INITIAL

- _____ **1. NO Alcohol and or Illegal Drugs will be used on ANY City Property. NO Tolerance.**
- _____ **2. Peace and Order shall be maintained at all times.**
- _____ **3. Please ensure any music or noise levels are kept to a level not to bother our neighbors.**
- _____ **4. Please ensure all fixtures and furnishings are replaced to proper positions (tables, chairs, etc.)**
- _____ **5. Please ensure you leave the facility as clean as or cleaner than you found it. Failure to do so may result in the Cleanup Fee not being refunded. **GLITTER IS NOT ALLOWED!****
A. Please vacuum and or sweep and mop – if needed.
B. REMOVE ALL TRASH THAT YOUR FUNCTION CREATED FROM CITY PROPERTY.
- _____ **6. Keys (A.) Keys may be signed out the day of the event during regular business hours (8-4:30) the building will be closed for lunch 12:00-1:00. If the event is on the weekend or holiday, the key may be signed out the day before. (B.) Keys are the property of the City of Ward. Duplication IS NOT authorized and may result in prosecution if done. (C.) After normal business hours, keys may be dropped in the Night Drop Box in front of City Hall.**

Contact Person Signature: _____ **Date:** _____

City of Ward Representative: _____ **Date:** _____

Key Number: _____ **Date Key Returned:** _____