

CITY OF MORRISON
COMMUNITY CENTER RENTAL AGREEMENT
307 South Madison Street Morrison Illinois 61270

1.) Rental Date: _____

2.) Times: from _____ to _____

3.) Applicant: _____

Contact Person: _____

Address: _____

Phone: _____

4.) Dining Room Only _____
Dining Room/Kitchen _____

5.) Purpose of Rental: _____

For Office Use Only	
Deposit pd.	_____
	(date)
Rent:	\$ _____
Date pd.	_____
Receipt #	_____
Key #	_____
Key Ret'd	_____

Note:

- 1.) Rent: Not-for-Profit Organizations: Must pay \$20.00 Deposit. No charge for Rent
Private Organizations/Individuals: Dining Room Only: \$37.00 plus Deposit
Dining Room/Kitchen: \$53.00 plus Deposit
Payments may be made payable and remitted to: **CITY OF MORRISON,**
200 W. Main St., Morrison, IL 61270
- 2.) Deposit and completed rental agreement must be received at City Hall in order to reserve the room.
"Pencil-in" of rentals in advance is not permitted.
- 3.) Keys are to be picked up not more than 2 business days prior to rental date unless otherwise permitted. Keys shall be returned in person. Upon key return, deposit will be refunded, pending condition of the room. Keys may also be returned in the drop box - deposit will be returned via U.S. Postal Service, unless other arrangements have been made.
- 4.) Area rented is to be cleaned, arranged in the same order as shown on the reverse side of this form, and bagged garbage is to be placed in the dumpster through emergency exit.
- 5.) Deposit will be held pending a check on the condition of the room. If room is left in an untidy manner or if keys are not returned, the deposit will not be refunded.
- 6.) A timer is located next to kitchen door which will provide heat/air conditioning for up to 6 hours.
- 7.) NO ALCOHOLIC BEVERAGES OR SMOKING IS ALLOWED IN THE COMMUNITY CENTER.
- 8.) Use of the building by other than not-for-profit organizations shall be limited to activities which do not charge admission, offer items for sale, and/or are not intended as money-making endeavors.

If you have any questions, please call City Hall at 772-7657 Monday through Friday, 8 a.m. to 4:30 p.m.