

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

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

1.) Rental Date: _____

2.) Times: from _____ to _____

3.) Applicant: _____

Contact Person: _____

Address: _____

Phone: _____

4.) Purpose of Rental: _____

Note:

1.) Not-for-Profit Organizations: Must pay \$50.00 Deposit. No charge for Rent*

*Not-for-Profit Organizations must have a copy of NFP charter or affidavit on file with City Clerk

RENT: Private Organizations/Individuals: **Dining Room/Kitchen: \$75.00 plus Deposit**

For-profit entities: The exchange of monies or signing of contracts/bills of sale where monies will be exchanged is prohibited.

Payments are to be made payable to:

CITY OF MORRISON, 200 W. Main St., Morrison, IL 61270

2.) **ALL USERS PREPARING/HANDLING/SERVING FOOD TO THE PUBLIC MUST CONTACT THE WHITESIDE COUNTY HEALTH DEPARTMENT (815-772-7411) TO DETERMINE IF A FOOD HANDLER'S LICENSE IS NECESSARY.** This is a requirement of the State Health Code.

3.) Deposit and completed rental agreement must be received at City Hall in order to reserve the room.
"Penciling-in" of rentals in advance is not permitted.

4.) Keys are to be picked up not more than 2 business days prior to rental date unless otherwise permitted. Upon key return deposit will be refunded. Keys may also be returned in the drop box - deposit will be returned via U.S. Postal Service, unless a cash deposit was made or other arrangements have been made.

5.) Deposit will be held pending a check on the condition of the room. If room is left in an untidy manner, if attached check list is not returned 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.) Small scale commercial wholesalers located within the greater Morrison area may use the kitchen for preparation of foodstuffs. A 2% fee for use of the kitchen, based on total sales and net receipts of materials produced on the property, will be remitted to the City of Morrison. Or, uses of the kitchen will be \$12.00 per hour of use whichever the greater fee is. No sales of items produced on the property will be permitted from the property.

Community Room Clean-Up Check List

Please ensure that the following items (if applicable) are complete upon leaving the Community Room. Before your deposit is refunded, renters will be required to check off items, sign below and return this sheet when keys are returned.

All clean – up supplies are located in a cabinet in the kitchen to the right of the refrigerator. Inside of it should be everything you need. Wash cloths and towels for doing dishes, cleaning etc are not provided. You must supply your own.

- ___ Sweep Floor
- ___ Mop up any spills
- ___ Bag up trash and place in dumpster outside of the west door
- ___ Place new trash bags in cans
- ___ Wipe down tables and chairs
- ___ Wash, dry, put away any dishes used
- ___ Empty and wash coffee pot
- ___ Make sure water faucets are off
- ___ Make sure stove / oven is off
- ___ Make sure windows are closed
- ___ Make sure lights are off
- ___ Make sure ceiling fans are off
- ___ Make sure all doors are locked
- ___ Double check the restrooms to make sure all is tidy.

*****DO NOT use the dishwasher**

*****Drain the sinks ONE AT A TIME. The floor drain is sometimes slow.**

I hereby verify that the above checked items were completed.

Signature of renter

Date of rental

If you have questions, concerns or suggestions call City Hall (815)772-7657 Monday through Friday, 8 a.m. to 4 p.m.

Also, let us know if there are any supplies we are low on. _____