

Merrick Foundation Rental Agreement

1532 17th Ave – Central City, NE 68826

308.946.3707

Purpose: Merrick Foundation offers space for meetings and gatherings. The purpose of this agreement is to establish guidelines for the safe and proper use of the facility.

Reservations: Reservations can be made by contacting Merrick Foundation at 308.946.3707 during office hours Monday-Friday. A key must be picked up during office hours prior to your reserved date.

Rent: A \$50 rental fee and \$25 cleaning deposit are due at the time of key pick up. The cleaning deposit will be returned or shredded if the premises are left as required below.

Policies: Under no circumstances should equipment or furniture be taken from Merrick Foundation. NO ALCOHOLIC BEVERAGES OR SMOKING are allowed in the building or on the premises. Renters of the room are responsible for damages to the building, furniture, and/or equipment resulting from their use.

Food: Any food in the fridge should be considered property of Merrick Foundation and should be left alone. Please do not leave any food behind from your event. Bring your own paper and plastic ware.

Cleaning Checklist: You agree to the following:

- Remove all items brought into the building during rental period.
- Return tables and chairs to their original position. Stack all blue chairs in the corner - 3 stacks of four-five chairs.
- Remove all garbage from premises.
- Vacuum carpeted area.
- Wipe down tables and counters.
- Lock front and back doors and leave key in drop box.
- Leave the room as you found it – if not better.

By signing below, I declare that I have fully read, understand, and agree to comply with the above use requirements and restrictions of Merrick Foundation's Rental Agreement.

Renter Signature

Renter Name

Address

Phone

Email Address

Rental Date

Rental Time

FOR OFFICE USE ONLY:

Payment Amount Received: _____ Cash Check: # _____ Card

Returned Deposit: Yes - Return Date: _____ No – Reason: _____

Additional Policies

1. The renter, their group and guests, will hold Merrick Foundation harmless for any personal injury, or property loss or damage that may occur during their event.
2. The renter, their group and guests, accept legal responsibility for the actions of themselves.
3. All children under the age of 18 years must be accompanied by a parent or legal guardian or have direct supervision of an authorized adult.
4. Merrick Foundation reserves the right to charge the renter and/or their group for any additional cleaning services or repair of damage caused by their use.
5. Merrick Foundation reserves the right to cancel this agreement and/or refuse use of premises for future events, with or without cause.

Images of Room Layout for Reference



Renter Initial Here Verifying Understanding of Terms: _____

Date: _____