

GLENAIRE CLUBHOUSE – RENTAL AGREEMENT

The undersigned (“Applicant”) hereby makes application to the City of Glenaire to rent the Glenaire Clubhouse (“Clubhouse”) located at 309 Smiley Road, Glenaire, Missouri, and in so doing, Applicant agrees to the following rental terms:

- Applicant must be at least 21 years of age
- Applicant will inspect the Clubhouse at the beginning of the rental period and advise the City Official named below if the Clubhouse is dirty or there is any damage
- Applicant will not have more than 68 guests in the building at any one time
- Applicant will be present at the Clubhouse during the time the Clubhouse is rented
- Applicant will not allow any smoking inside of the Clubhouse
- Applicant will ensure that no tape is used on any painted surfaces and will not hang anything from the ceiling fixtures (lights, fans or ceiling framework)
- Applicant will not use tacks, nails, or staples to hang items in the Clubhouse
- Applicant will not allow alcoholic beverages to be present on the premises during the rental
- Applicant will pick up all trash and debris from the inside of the Clubhouse and on the Clubhouse grounds (outside)
- Applicant will empty all trash containers and recycling in the Clubhouse and place the trash bags and recycling in the appropriate bins located outside the Clubhouse
- Applicant will lower or raise the AC/Furnace thermostat to 58 degrees (Winter) and 80 degrees (Summer)
- If Application has not paid the additional \$50.00 Cleaning Fee, Application will perform the following cleaning before leaving the Clubhouse. If the below items are not completed \$70 of the Rental Deposit will be retained to have the Clubhouse cleaned:
 - Clean all tables and chairs with a damp cloth
 - Clean the bathroom including the toilet and sink
 - Mop all spills and sweep all floors (**DO NOT use wet mop on wood floors**)
 - Wipe down all counter surfaces and clean the kitchen sink
- Applicant will remove all personal items, including food items from the Clubhouse and grounds
- Applicant will turn off all lights inside and out
- Applicant will make sure all windows and doors are secured before leaving the building
- Applicant will vacate the premises by the time stated in this agreement and no later than midnight
- Should Applicant log into the TV, Applicant is responsible to remove access and passwords to prevent any other access following their rental

Applicant understands that they are responsible for damages to the Clubhouse and grounds which occurs as a result of Applicants use whether such damages was caused by Applicant or by some other person using the facility as a guest of the Applicant. Applicant understands the Clubhouse shall be inspected by a City Official after the rental date and that if all of the above items have been completed, and there is no damage to the building, grounds, or its contents. Applicant shall receive a refund of the deposit submitted with this application. Applicant understand and acknowledges: THE CITY OF GLENAIRE IS NOT RESPONSIBLE FOR ACCIDENTS THAT MIGHT OCCUR DURING THE RENTAL OF THE CLUBHOUSE.

IF THE RENTAL IS CANCELLED LESS THAN 4 WEEKS PRIOR TO THE RENTAL DATES, THE RENTAL FEE WILL NOT BE REFUNDED.

Reservation Date: _____	Rental Date: _____
	Hours of Rental: _____
Applicant Name: _____	Rental Fee: (Cash/Check _____) \$ _____
Address: _____	Rental Deposit Fee: (Cash/Check _____) \$ _____
Telephone Number: _____	Cleaning Fee: (Cash/Check _____) \$ _____
Applicant Signature: _____	
Date: _____	City of Glenaire:
Door Code: _____	By: _____
	Telephone Number: _____

Date Facility Inspected: _____	Inspected by: _____
Deposit Returned: Yes/No; _____	Yes, date returned _____ or destroyed _____
No, reason deposit not returned: _____	