

# Arcadia City Hall Rental Agreement

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Anyone renting the Arcadia City Hall will be required to pay \$50 rent and a \$50 cleaning deposit due upon completion of rental agreement. The \$50 deposit will be held until the building is inspected and found clean and free from damages. Should the hall **not** pass inspection, a copy of the cleaning list and or damage list will be sent to the renter and the deposit kept. If found clean and damage free, the deposit check will be destroyed by a paper shredder or if you would like it returned by mail please indicate below.

**Place this signed agreement, along with 2 separate checks (\$50 & \$50) payable to the City of Arcadia in the utility drop box by the front door or drop off at City Hall at 205 W Front Street between 8:00 a.m. and noon the day of the rental. If you are unable to pick up the keys during business hours other arrangements will be made for picking up the key. The key must be returned to City Hall during business hours or placed in the utility drop box by front door of City Hall, after the rental.**

## Required Cleaning includes the following:

- ALL trash from kitchen & bathrooms areas is to be taken to the dumpster located at the City Park by the parking area. **(DO NOT USE THE DUMPSTER BY HUNTER'S DEN)**
- **IF USED**, you are responsible for wiping the microwave, refrigerator & stove/stove top.
- Broom, dustpan, mop/bucket and vacuum are located in the furnace room
- **REQUIRED**, wet mop kitchen, bathrooms & hallway floors after rental
- **ALL** tables & counter tops need to be washed with soap & water, followed up with 409 to disinfect. Tables and chairs need to be returned to original position.
- **BOTH** bathroom sinks and kitchen sink need to be cleaned with soft scrub & towel dried.
- **ALL** carpet areas are required to be vacuumed.
- Spread all used towel out to dry.
- Please lock the door and drop the key into the drop box located outside front door at City Hall.

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Date building is needed: \_\_\_\_\_

**Return key drop box located outside the front door.**

Signature of responsible party: \_\_\_\_\_

Please return the deposit check if I pass inspection after renting the city hall.

\_\_\_\_\_ YES

\_\_\_\_\_ NO