

TOWN OF BASSFIELD RENTAL AGREEMENT

194 GEN. ROBERT E. BLOUNT DRIVE
PO BOX 100
BASSFIELD, MS 39421
601-943-5424

RESERVATION APPLICATION

YOU MUST BE 21 YEARS OF AGE TO RENT THE FACILITY AND SIGN THIS CONTRACT

ALL INFORMATION IS REQUIRED

NAME: _____

MAILING ADDRESS: _____

TELEPHONE #: _____

DRIVERS LICENSE #: _____ (WILL NEED A COPY OF ID)

SPECIFIC TYPE OF EVENT: _____

START TIME: _____ END TIME: _____ ESTIMATED ATTENDANCE _____

- DEPOSIT AND RENTAL FEES PAYABLE BY CASH, CHECK, OR MONEY ORDER MADE PAYABLE TO: BASSFIELD CITY HALL
- A REFUNDABLE DEPOSIT OF \$50.00 IS REQUIRED WHEN THE APPLICATION IS RECEIVED TO RESERVE YOUR DATE AND IS NOT APPLIED TOWARDS THE RENTAL FEE.
- THE RENTAL FEE IS DUE THREE (3) DAYS BEFORE YOUR EVENT. IF IT IS NOT PAID BY THE DEADLINE, YOUR EVENT WILL BE REMOVED FROM THE CALENDAR.

RENTERS INITIALS: _____

DATE: _____

OFFICE USE ONLY

DEPOSIT \$ _____ DATE DEPOSIT PAID: _____ CA CK MO REC# _____
CLERK _____

RENTAL \$ _____ DATE RENTAL PAID: _____ CA CK MO REC# _____
CLERK _____

TOWN OF BASSFIELD

FEES

BUILDING AVAILABILITY
HOURS AVAILABLE TO RENT
8AM-10PM

THE RENTAL TIME INCLUDES SETUP, TEAR DOWN, AND CLEAN UP. _____

DEPOSIT: \$50.00

RENTAL: \$100.00

IF THE FACILITY IS NOT VACATED BY THE ALLOTTED TIME, THE DEPOSIT OF \$50.00 WILL BE FORFEITED. NO EXCEPTIONS!!!

RENTERS INITIALS: _____

DATE: _____

TOWN OF BASSFIELD

GENERAL USAGE AND CONDUCT

- MAINTAIN ORDER AND CONTROL OVER GUESTS, ENSURING THEY WILL FOLLOW ALL POLICIES AND PROCEDURES.
- RENTERS ARE RESPONSIBLE FOR ANY DAMAGES TO THE FACILITY OR ITS CONTENTS DURING THE RENTAL PERIOD. THEY MAY ALSO BE RESPONSIBLE FOR REPLACING MISSING ITEMS.
- GAMBLING, ILLEGAL ACTIVITIES, AND DISRUPTIVE BEHAVIOR ARE PROHIBITED
- EXCESSIVE NOISE, ESPECIALLY MUSIC, MAY BE RESTRICTED, AND VOLUME MIGHT NEED TO BE LOWERED IF COMPLAINTS ARE RECEIVED
- ENTRY FEES ARE PROHIBITED
- NO DANCES ALLOWED
- NO SMOKING INSIDE OF THE BUILDING

RENTERS INITIALS:

DATE:

TOWN OF BASSFIELD

INSTRUCTIONS FOR RESERVATIONS AND STATEMENT OF AGREEMENT

IF THERE ARE ANY PROBLEMS UPON ARRIVAL, PLEASE CONTACT BASSFIELD CITY HALL 601-943-5424.

DO NOT DRAG TABLES OR CHAIRS ACROSS FLOORS.

NO NAILS, STAPLES, GLUE, COMMAND STRIPS, ETC. MAY BE USED TO ATTACH DECORATIONS TO THE WALLS OR TABLES. IF ANY OF THESE ITEMS ARE FOUND TO HAVE BEEN USED, YOUR DEPOSIT WILL BE DEDUCTED ACCORDING TO THE DAMAGES TO THE WALLS OR TABLES. ONLY TAPE AND TACKS MAY BE USED.

NO SPRAY GLUE, CONFETTI, BOTTLED BUBBLES, SMOKE MACHINES, SPRAY GLITTER, SPRAY PAINT, OR ANY TYPE OF AEROSOL ADHESIVES WILL BE ALLOWED IN THE FACILITY.

THERMOSTATS ARE LOCKED AND SET FOR THE SUMMER AND WINTER MONTHS. IF YOU HAVE AN ISSUE WITH THE TEMPERATURE, YOU MAY CONTACT BASSFIELD CITY HALL AT 601-943-5424.

TWO (2) TRASH BAGS FOR THE TRASH CANS WILL BE PROVIDED. IF NEEDED, THE RENTER MUST PROVIDE ADDITIONAL TRASH BAGS.

ALL GARBAGE MUST BE PLACED IN TRASH BAGS AND SET INSIDE BY THE ENTRANCE DOOR TO BE PICKED UP.

SWEEP OR MOP FLOORING AREAS, CLEAN KITCHEN AND BATHROOM.

UPON EXITING THE BUILDING, BE SURE ALL LIGHTS ARE TURNED OFF AND THE BUILDING IS LOCKED AND SECURED.

THE TOWN OF BASSFIELD RESERVES THE RIGHT TO ENTER THE BUILDING AT ANY TIME DURING THE EVENT, AND THE TOWN RESERVES THE RIGHT TO END THE EVENT IMMEDIATELY WITH NO REFUND TO THE RENTER IF NOT IN COMPLIANCE.

A REFUND CHECK FROM THE TOWN OF BASSFIELD WILL BE WRITTEN TO YOU WITHIN THREE (3) BUSINESS DAYS AFTER THE BUILDING IS INSPECTED AND FEES FOR CLEANING, MAINTENANCE, EMPLOYEE SERVICES, TRASH, OR OTHER VIOLATIONS OF THIS AGREEMENT ARE DEDUCTED.

IT IS THE RESPONSIBILITY OF THE INDIVIDUAL RESERVING THE FACILITY TO ENSURE THAT THE PREMISES ARE LEFT IN THE SAME CONDITION OF CLEANLINESS AS IT WAS BEFORE RENTING.

TOWN OF BASSFIELD

KITCHEN USE AGREEMENT

THE BASSFIELD COMMUNITY CENTER IS A "FOOD PREPARATION AREA ONLY" AND IS NOT INTENDED FOR FULL FOOD SERVICE COOKING. ALL FOOD MUST BE COOKED, AND THE KITCHEN IS FOR SERVING AND FINAL PREPARATION USE. THE USE OF ADDITIONAL COOKING DEVICES, INCLUDING COUNTERTOP GRILLS, COUNTERTOP FRYERS, GRIDDLES, OR OTHER SIMILAR DEVICES IS PROHIBITED. THERE IS NO FRYING WHATSOEVER INSIDE THE KITCHEN. THE USE OF FOOD WARMERS AND CHAFFING DISHES IS ALLOWED, BUT THEY MUST BE SUPERVISED THROUGHOUT THE ENTIRETY OF THEIR USE.

ANY GRILLING MUST BE DONE OUTSIDE ON THE SIDE OF THE FACILITY. THERE MUST BE A RESERVED AREA FOR THE PREPARATION OF FOOD. ALL GRILLING MATERIALS MUST BE REMOVED, AND THE AREA MUST BE CLEAN. USED CHARCOAL MUST BE PUT IN GARBAGE BAGS ONCE COOLED.

NOTE: THE TOWN OF BASSFIELD OR THEIR DESIGNEES RESERVE THE RIGHT AND ARE PERMITTED TO ENTER THE FACILITY DURING ANY EVENT TO ENSURE THAT ALL POLICIES ARE BEING FOLLOWED AND THAT THE RENTING PARTY IS IN COMPLIANCE WITH THIS AGREEMENT. IF FOUND OUT OF COMPLIANCE, THE TOWN OF BASSFIELD RESERVES THE RIGHT TO END THE EVENT IMMEDIATELY WITH NO REFUND TO THE RENTER.

RENTER INITIALS: _____

DATE: _____

CANCELLATION POLICY

A CANCELLATION MADE THREE (3) WEEKS BEFORE THE EVENT WILL RECEIVE A FULL REFUND.

A CANCELLATION MADE TWO (2) WEEKS BEFORE THE EVENT WILL RECEIVE A 50% REFUND.

A CANCELLATION MADE LESS THAN ONE (1) WEEK BEFORE WILL NOT RECEIVE A REFUND.

RENTALS INITIALS: _____

DATE: _____

I HAVE READ THE AGREEMENT CONCERNING USE OF THE FACILITY AND CLEAN UP OF THE BASSFIELD COMMUNITY CENTER. BY SIGNING THIS AGREEMENT, I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY ITEMS THAT ARE MISSING, BROKEN, OR DAMAGED, AND THE BUILDING MUST BE CLEANED AND PERSONAL ITEMS REMOVED BEFORE LEAVING. THE APPLICANT WHO SIGNS THE RENTAL AGREEMENT ASSUMES RESPONSIBILITY FOR THE ACTIONS OF THOSE PRESENT AT THE COMMUNITY CENTER DURING THE RENTAL TIME STATED ON THE AGREEMENT. ANY APPLICANT GRANTED USE OF THE CENTER MAY NOT ASSIGN HIS/HER RENTAL TIME TO ANOTHER PERSON, GROUP OR ORGANIZATION, THE APPLICANT SHALL INDEMNIFY AND HOLD THE TOWN OF BASSFIELD AND ALL ITS EMPLOYEES, AGENTS, REPRESENTATIVES OR GOVERNING AUTHORITIES OF AND FROM ANY AND ALL LIABILITIES, CLAIMS AND JUDGEMENTS OR ANY NATURE, INCLUDING DAMAGE OR LOSS OF PROPERTY, INJURY TO PERSONS (INCLUDING DEATH), OR ANY OTHER LOSS, DEMAND, LIABILITY OR EXPENSE CAUSED BY OR IN CONNECTION WITH THE APPLICANT.

RENTERS SIGNATURE: _____

DATE: _____

TOWN OF BASSFIELD

CLEAN UP CHECK LIST

NAME OF RENTER _____

DATE: _____

Throughout the Facility

- ___ **Wipe Down Surfaces:** Clean and disinfect all tables, chairs, counters, and other used surfaces.
- ___ **Remove Decorations:** Take down any decorations, tape, or other items from the walls.
- ___ **Return Furniture:** Move all tables and chairs back to their designated locations or racks.
- ___ **Clean Floors:** Sweep and mop all floors.
- ___ **Empty Trash:** Bag all garbage and place bags outside the facility door.
- ___ **Turn Off Lights:** Ensure all lights are turned off before you leave.

Kitchen Area

- ___ **Clean Sink:** Wash and clean the sink and faucet.
- ___ **Remove Food & Discard:** Take all food items out of the refrigerator.
- ___ **Wash Dishes:** Wash any used dishes.

Restrooms

- ___ **Clean Surfaces:** Wipe down and clean toilets, sinks, and countertops.
- ___ **Empty Trash:** Empty any garbage cans in the restrooms.
- ___ **Clean Floors:** Sweep and mop the bathroom floors.

Final Steps

- ___ **Check Appliances:** Make sure all appliances, like coffee pots, are turned off.
- ___ **Secure Facility:** Close and lock all doors.
- ___ **Return Keys:** Return any provided keys to Bassfield City Hall
- ___ **Walk-Through:** Conduct a final walk-through to ensure all items on the checklist are completed.

TOWN OF BASSFIELD
CLEAN UP CHECK LIST
OFFICE USE

NAME OF RENTER _____

DATE: _____

Throughout the Facility

- ___ **Wipe Down Surfaces:** Clean and disinfect all tables, chairs, counters, and other used surfaces.
- ___ **Remove Decorations:** Take down any decorations, tape, or other items from the walls.
- ___ **Return Furniture:** Move all tables and chairs back to their designated locations or racks.
- ___ **Clean Floors:** Sweep and mop all floors.
- ___ **Empty Trash:** Bag all garbage and place bags outside the facility door.
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REFUND _____ **APPROVED** _____ **DENIED**

INSPECTED BY: _____