

**City of Wood Heights**  
**Community Room Rental Agreement**  
816-630-7900  
816-630-0388 FAX  
city@WOODHEIGHTS-MO.GOV

Code # \_\_\_\_\_

**The rules and regulations stated below must be agreed to and signed before using the community room.**

FEES: Resident: \$80.00 Rental Fee \_\_\_\_\_ Resident  
\$80.00 Refundable Deposit  
Non-Resident: \$100.00 Rental Fee \_\_\_\_\_ Non-Resident  
\$100.00 Refundable Deposit

These fees must be paid prior to the usage of the community room. You will be held responsible for any damages to the building or any city property.

The following rules must be followed in order to receive your deposit after usage:

1. Pick up key \_\_\_\_\_ before use.
2. If the key is lost, you will be charged \$450.00 for new locks and keys.
3. NO alcoholic beverages of any kind allowed.
4. NO gambling.
5. NO soliciting.
6. Hall is to be left as it was upon arrival. No dishes left out, trash must be emptied (trash disposal is located outside of the building near garage doors). The hall is to be vacuumed and floor swept. Thermostat to be left set on: Air conditioner at 80 degrees. Heat at 65 degrees.
7. Front door is to be kept closed. Do not prop open.
8. NO bicycles or pets.
9. NO playing on steps or railings.
10. Basement door will remain locked at all times.
11. Any items destroyed or damaged must be reported.
12. Doors and windows must be shut and locked upon leaving.
13. Restrooms are to be left clean and trash emptied.
14. Offices may not be used as community rooms.
15. NO nails or tacks may be put into the walls.
16. NOTICE - Police personnel, Council members, maintenance persons and the City Clerk may be in and out at various times during your function. **Emergency Contact: Dennis Harvey 816-826-8281.**
17. When event is completed, lock front door & put key in mail drop (under outside message board).

Today's Date: \_\_\_\_\_ Date of your function: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Key # Issued: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit Card: \_\_\_\_\_ Check #: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit Card: \_\_\_\_\_ Check #: \_\_\_\_\_

I agree to all rules and regulations as stated above.

Signature: \_\_\_\_\_