

**City of Hartland**  
**Rental Agreement**  
**Hartland Community Center**

I, the undersigned do hereby acknowledge the following rules and regulations concerning the rental of the Hartland Community Center, equipment and the fixtures located within. My signature on this agreement binds me to the rules and regulations listed below:

1. No Smoking within the Community Center.
2. No Parking on the south side of the Community Center.
3. No Liquor of any type, or any non-intoxicating malt liquor will be sold on or in the premises. This includes taking up a collection for the payment of the same.
4. The City of Hartland, the Hartland Township, Hartland Fire Department, The Lundberg Lee Post #266 and their Auxiliaries will not be held responsible for any accidents or injuries uncured while the Community Center is under lease.
5. All damages sustained to any of the property, the building, the equipment and the fixtures will become the **direct responsibility of the person who signs this agreement**. The person signing this agreement will be responsible even if they are not directly responsible for the incident. It will be his/her responsibility to collect from anyone other than himself/herself who caused the damage while his/her lease is in effect.
6. All fire trucks, vans, and equipment are strictly off limits to anyone other than authorized personnel. Any violation of this rule will result in a stiff fine and restitution for all damages.
7. The rental fee for the Community Center will be \$75 with a \$25 refund if the hall is cleaned with no damage.
8. The rental fee shall be paid at the time of signing this agreement.
9. Except by special request, the Community Center shall be vacated by 11:00 p.m.
10. All areas of the Community Center are to be swept following a gathering or meeting.
11. All tables and chairs are to be restored to normal order or as found.
12. Kitchen area is to be properly cleaned, dishes washed and replaced, floor swept and all garbage to be placed in containers. Check stove and heating unit to be sure they are turned off.
13. All lights, exhaust and ceiling fans are to be turned off. All heat thermostats are to be turned down.
14. The key to the front door is to be returned to the City Clerk, City Maintenance person, or any City Official after all doors and windows are closed and locked.

I acknowledge acceptance of the above rules and regulations.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Signature of City Official \_\_\_\_\_ Date \_\_\_\_\_

Rental Agreement for: \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_

Time: \_\_\_\_\_ a.m. until \_\_\_\_\_ p.m.

Cash  
 Check # \_\_\_\_\_

Refund Sent:  
Check # \_\_\_\_\_

# **KITCHEN RULES**

**CLEAN THE SINKS**

**RINSE COFFEE SERVERS (DO NOT IMMERSE)**

**SWEEP THE KITCHEN AND HALL FLOORS**

**RETURN ALL DISHES, ETC. TO PROPER CABINETS**

**WASH OFF ALL COUNTERTOPS, TABLES, AND STOVE**

**RETURN ALL REFRIGERATOR ITEMS IN PRIOR PLACES**

**TURN BOTH THERMOSTATS DOWN**

**TURN OFF CEILING AND EXHAUST FANS**

**PLEASE LEAVE USED TOWELS AND  
DISHCLOTHS ON COUNTER**