

**CITY OF
BOVILL**

**BOVILL FAMILY SUPPORT CENTER
306 PINE ST**

AVAILABLE FOR PARTIES AND MEETINGS

RATE SHEET

½ DAY – 0 TO 6 HOURS =	\$25.00
FULL DAY – 7 TO 10 HOURS =	\$50.00
SECURITY DEPOSIT =	\$25.00

**NO PETS!!!! (SERVICE ANIMAL WITH PROOF ALLOWED), & NO
ALCOHOL AND NO SMOKING ALLOWED INSIDE THE BUILDING!!!!!!
UNLESS YOU HAVE A CATERING PERMIT FROM THE CITY.**

FAMILY SUPPORT CENTER
ROOM LEASE PERMIT

DATE: _____ APPLICANT'S NAME: _____

ORGANIZATION (IF APPLICABLE): _____

MAILING ADDRESS: _____

PHONE CELL/HOME _____

RENTAL DATE(S): _____ START TIME: _____

TIME _____ TO _____ ESTIMATED ATTENDANCE: _____

NATURE OF ACTIVITY: _____

APPLICANT SIGNATURE: _____

I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY DAMAGE WHICH OCCURS AT REPLACEMENT COST
AND PAYMENT FOR ADDITIONAL BUILDING USE BEYOND TIME AGREED UPON. _____

INITIALS

=====

FOR DEPARTMENT USE ONLY

DATE _____ ROOM/MISC CHARGES _____ HOURS _____ RATE _____ TOTAL _____ RECEIPT _____

RENTAL HALF DAY \$25.00 _____

RENTAL CENTER FULL DAY \$50.00 _____

DAMAGE DEPOSIT (REFUNDABLE) \$25.00 _____

TOTAL DUE \$ _____

AUTHORIZED STAFF APPROVAL

DATE

**CITY OF
BOVILL**

BOVILL FAMILY SUPPORT CENTER RENTAL AGREEMENT

I HAVE READ THE BUILDING RULES AND WILL ABIDE BY THEM

RENTAL FEES HAVE BEEN QUOTED TO ME AND I AM IN AGREEMENT.

I AM ASSUMING ALL COSTS INCURRED INCLUDING DAMAGES MADE BY MYSELF, MY GUESTS OR MY FAMILY

I UNDERSTAND THE BUILDING IS NON-SMOKING & NO PETS ARE ALLOWED INSIDE UNLESS A LICENSED SERVICE ANIMAL

RENTAL FEES FOR THIS RESERVATION \$ _____

SECURITY DEPOSIT \$ _____

TOTAL DUE \$ _____

I HAVE READ THE CHECKLIST, RULES AND RENTAL AGREEMENT AND WILL ABIDE BY THESE REQUIREMENTS.

SIGNATURE

DATE

THANK YOU FOR YOUR PATRONAGE. **CITY OF BOVILL**

CHECK LIST

PLEASE USE THE FOLLOWING CHECK LIST WHEN CLEANING THE KITCHEN AND/OR A ROOM WHERE FOOD AND/OR DRINK IS BEING CONSUMED. THE BUILDING SUPERVISOR WILL CHECK OFF THE FOLLOWING ITEMS AS THEY ARE COMPLETE. THANK YOU!!

- UTENSILS WASHED & PUT AWAY
- COUNTERS WASHED OFF
- FLOOR SWEEP/MOPPED
- GARBAGE OUT TO DUMPSTER
- DISHWASHER SHUT OFF
- STOVE & OVEN SHUT OFF
- HEATER, FANS, & AIR CON. OFF
- ALL LIGHTS TURNED OFF
- TABLES WIPED OFF
- CHAIRS STACKED
- LOCK DOOR

THE FOLLOWING EQUIPMENT IS AVAILABLE AT NO EXTRA CHARGE:

TABLES, CHAIRS, COFFEE POT, DISHES

1. Requests for use must be submitted to City Hall.
2. Room reservations will not be made without appropriate application and payment at the time of booking. Additional actual usage must be paid within 30 days of event. Advanced reservation may be limited by board staff.
3. The room must be used for a minimum of 2 hours.
4. Requests for a series of dates for daily, weekly, or monthly use must receive special approval in consideration of other potential uses.
5. Requests for uses that extend several days and might alter the existing fee schedule must receive special approval.
6. Groups are responsible for general area cleanup and any damages or breakage at replacement cost.
7. This is a NON-SMOKING Facility.
8. **NO PETS ALLOWED!!!!** Service animals Okay (Must show proof of being a service animal)
9. Events where alcoholic beverages will be served or consumed are permitted under the following conditions:
 - a. A catering permit must be obtained from the city if alcoholic beverages are to be sold.
 - b. The kitchen must be used as the serving location and use fees charged, including a damage deposit.
 - c. Security will be scheduled by the City Council and fees to be paid by the Renter(s).