

Date to pick up key and pay \$50.00 refundable cleaning fee: \_\_\_\_\_

**CITY OF CAMARGO  
COMMUNITY ROOM RENTAL AGREEMENT**

I, \_\_\_\_\_, agree to the following terms and conditions for rental of the Camargo Community Room located at 4406 Camargo Road Mt. Sterling KY on \_\_\_\_\_ from \_\_\_\_\_.  
(date of rental) (times)

Failure to abide by this agreement will result in the penalties stated below. The rental fee for the community room is \$75.00, plus a \$50.00 cleaning/reservation deposit, paid with cash or check. The \$50.00 deposit is refundable after the event provided the rooms are undamaged and cleaned according to the agreement, or if the room is cancelled by no later than 4:30pm on the Monday before the event.

1. The renter is responsible for ensuring the rooms are clean and undamaged after use.
  - Wipe down the counters, sinks, tables, stove, and bathrooms. Please provide your own cleaning supplies.
  - Clean up any spills.
  - Sweep the floors and mop if mud/dirt is tracked in or sticky substances are on the floor
  - Take the trash out to the dumpster at the back of the parking lot. You must provide your own trash bags. Do not put trash in the trash cans without bags. Please put a clean trash bag in the cans after event.
  - Place the chairs on the racks and the tables against the wall. Grey chairs must be placed against the wall next to tables, as well as extra brown chairs. Do **NOT** stack chairs on the blue rack higher than the sides of the rack. This can result in injury if the chairs fall.
  - No confetti or glitter, no tape or thumbtacks on the ceiling or walls.
2. No alcohol or tobacco is permitted on the Camargo Community Center premises at any time. Violators may be subject to applicable local and state laws.
3. You must keep your event within the agreed upon times due to other events possibly being booked on the same day. This must include setup and cleaning.
4. The key for the community room will be given to you the Friday before the event. The key must be placed in the drop box on the front of the Camargo Community Center immediately following the event. Failure to return the key or loss of the key will result in a \$250.00 fee for the rekeying of the locks. You are not permitted to make a copy(ies) of the key for the Camargo Community Room. Doing so will result in criminal charges.
5. You may **NOT** use tape, tacks, and/or push pins on the walls, ceilings, floor, tables, and/or chairs of the community room and/or kitchen due to potential damage these items may cause to the property.
6. If music is played, it must be kept at low levels so as not to be heard outside the building or in the library. DJs are **NOT** permitted to be used at events held in the Camargo Community Room.
7. Do **NOT** trespass on surrounding private property. Visitors to the Camargo Community Center are not permitted on property beyond the driveways/parking lots. The property owners have the right to contact local authorities and any violators will be subject to local and state laws.
8. Please verify all outside doors used during the event are locked prior to putting the key in the drop box.

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The renter is responsible for all repairs to the community room/kitchen for damages that occur as a result of the event. All repair/rekeying fees will result in the cleaning deposit being held, while any amount over the \$50.00 deposit will be charged to the provided credit card. If any charge is rejected, you will be billed directly for the fee(s). Failure to pay this bill will result in permanent suspension from use of the community room and could possibly be reflected on your credit history.

**AGREEMENT**

The undersigned is over 21 years of age and has read this form and agrees to comply with the terms and conditions described above. He/she agrees to be responsible to the City of Camargo for the use and care of the facility. The undersigned does hereby further covenant and agree to defend, indemnify, release and hold harmless the City of Camargo, its' elected officials, officers, and employees from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the City of Camargo's community room and properties.

In response to the COVID-19 pandemic, the undersigned agrees to follow all of the requirements of the Governor's Executive order including limiting the number of guests and attendees to less than fifty persons, and requiring them to maintain social distancing and use a face covering over the nose and mouth as recommended. The undersigned and guests and attendees, by virtue of their attendance and congregating at this facility agree to waive, indemnify, release and hold harmless the City of Camargo, its' elected officials, officers, and employees from and against any and all liability, loss, damages, claims, or actions arising as a result of contracting the COVID-19 virus.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date Submitted)

\_\_\_\_\_  
(Phone Number)

**Credit Card Information**

\_\_\_\_\_  
(Name as it appears on the card)

\_\_\_\_\_  
(Card Number)

\_\_\_\_\_  
(Expiration Date)

\_\_\_\_\_  
(CVV)