

## CITY OF ADAMSVILLE MARTY RENTAL CONTRACT

This contract is between the City of Adamsville and \_\_\_\_\_ to be used for:

Desired date: \_\_\_\_\_

### FACILITIES NEEDED:

Auditorium \_\_\_\_ Stage \_\_\_\_ Conference Room \_\_\_\_ Lighting \_\_\_\_ Sound \_\_\_\_ Kitchen \_\_\_\_ Dressing Room \_\_\_\_ # of Tables \_\_\_\_  
# of chairs \_\_\_\_

#### ADAMSVILLE RESIDENTS (MUST LIVE IN CITY LIMITS)

#### OUT OF CITY LIMITS

MARTY RENTAL	\$100.00	\$125.00
WITH LIGHTS & SOUND		
(Additional \$50.00 over rental cost)	\$150.00	\$175.00

\*NO CHARGE FOR SCHOOLS FOR TESTING AND MEETINGS (charged when the function does not relate to educational needs).

You must make an appointment to qualify to use the sound equipment. Call 731-632-1401 ext. 3 between the hours of 8:00 am and 4:30 pm weekdays to set up the appointment.

The rental fee must be paid when the building is reserved.

**Nothing is to be attached to the walls or ceiling, including command strips! Any damage to the walls, ceiling, or any part of the building or its contents will be billed to the person whose name is on the contract.**

**\*Cancellation must be made 30 days prior to the event to be eligible for a refund. \***

**The Marty can't be rented more than seven(7) days in a row.**

The furniture/pianos are not to be moved for any reason without permission from the City Administrator. No animals are allowed in the building (unless a certified service animal). Applicants must be 21 years of age. Nothing belonging to the city can be removed from the premises. Any questionable event will be referred to the City Administrator.

### **NO ALCOHOL, SMOKING, VAPING, OR TOBACCO IS PERMITTED IN THE BUILDING.**

By signing this contract, you are stating that you are renting the Marty for your use and that you will be present during the stated activity. Also, that you have read the above rules and agree to abide by them. You will agree to fill out the check off list at the end of your event and turn it in with the key. Failure to return the key will result in a charge and forfeiture of future rental. Any dance function or similar function which will be attended primarily by teenage youth the City requires an off-duty police officer or SRO officer to be present during the function \_\_\_\_ (initial). The City Administrator, in his/her discretion, may waive this requirement for good cause shown. The City of Adamsville will not be responsible for any injuries or accidents on the property.

Signed: \_\_\_\_\_ Date issued: \_\_\_\_\_ Initials: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Key # \_\_\_\_\_

**\*For activities occurring on SATURDAY or SUNDAY you must pick up the key before 4:30 pm on the FRIDAY prior to the weekend.\***

**REMEMBER TO TURN IN YOUR KEY AND THE CHECK OFF LIST IMMEDIATELY FOLLOWING YOUR EVENT. IT MAY BE PLACED IN THE NIGHT DEPOSIT AT CITY HALL.**

12/2024

# COMMUNITY CENTER SET-UP

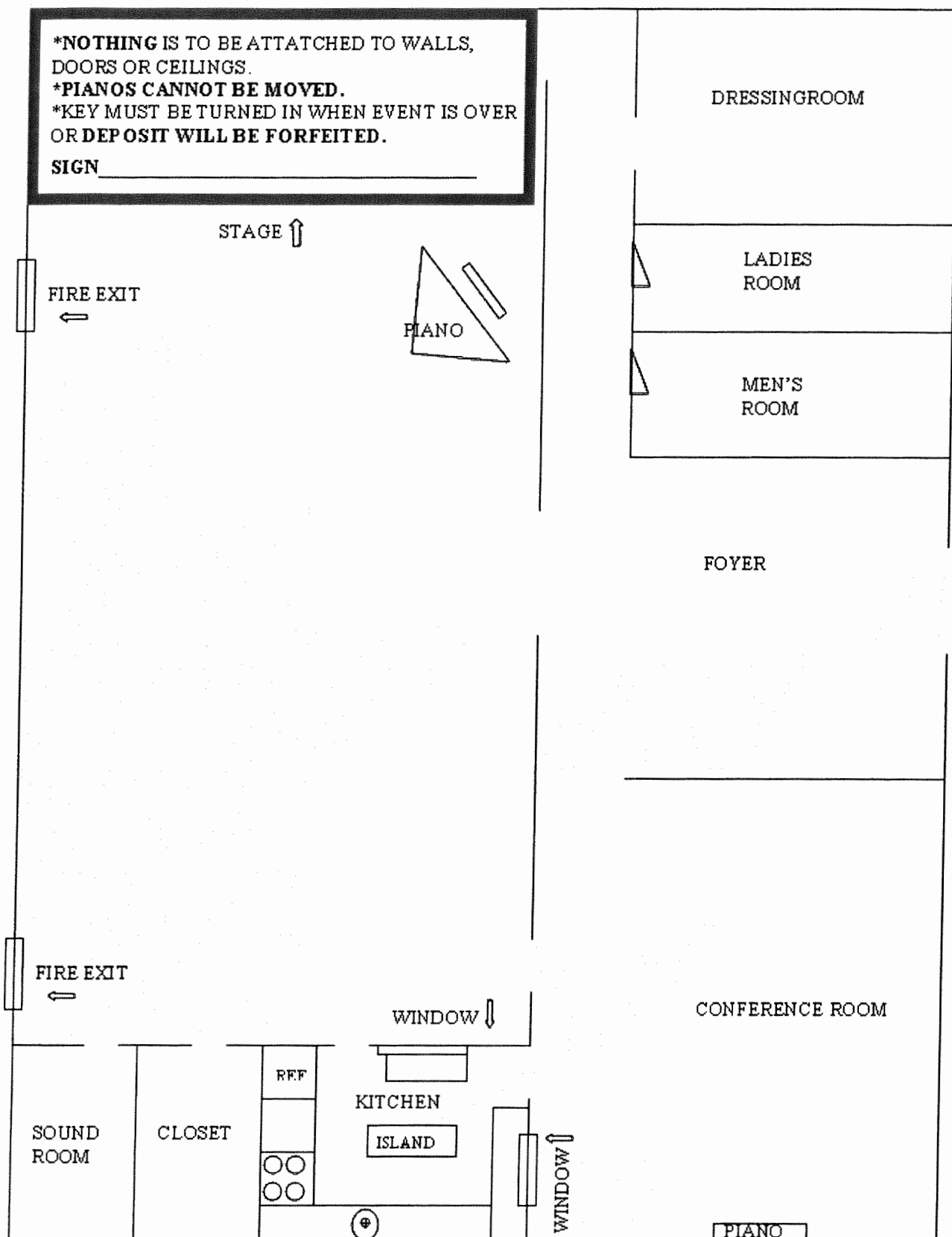


DIAGRAM IS BASIC LAYOUT AND IS NOT TO SCALE

**TO AVOID INCURRING EXTRA CHARGES FOR DAMAGES**

**COMPLETE THIS MARTY CHECK OFF LIST**

FOR WEEKEND EVENTS THE KEYS NEED TO BE PICKED UP ON THE FRIDAY BEFORE  
BETWEEN THE HOURS OF 8:00 AM-4:30 PM. YOU HAVE BEEN GIVEN KEY # \_\_\_\_\_

**DO NOT PLACE ANYTHING ON THE WALLS OR HANG IT FROM THE CEILING**

**DO NOT MOVE THE PIANOS OR ANY FURNITURE IN THE FOYER**

PLEASE CHECK TO MAKE SURE YOU HAVE ALL YOUR BELONGINGS. ANYTHING LEFT IN THE BUILDING WILL BE HELD FOR 2 WEEKS, THEN DISCARDED.

- \_\_\_ WIPE OFF ALL TABLES
- \_\_\_ WIPE OFF KITCHEN COUNTERS AND ALL APPLIANCES USED, BOTH INSIDE AND OUT
- \_\_\_ SWEEP YOUR TRASH UP FROM KITCHEN FLOOR AND TAKE OUT TRASH
- \_\_\_ PICK UP AND TAKE OUT ALL TRASH AND PLACE IN THE POLY CARTS BEHIND THE BUILDING
- \_\_\_ SET THERMOSTATS IN THE CONFERENCE ROOM & THE AUDITORIUM AT 72 DEGREES
- \_\_\_ FLUSH TOILETS
- \_\_\_ RETURN ALL EXTRA TABLES AND CHAIRS TO THE PLACE WHERE THEY BELONG
- \_\_\_ MAKE SURE PIANO COVER IS ON PIANO
- \_\_\_ RETURN THE KEY AS SOON AS YOUR EVENT IS FINISHED. PLACE THE KEY AND THE CHECK OFF LIST IN AN ENVELOPE AND PUT IT IN THE NIGHT DEPOSIT BOX AT THE EAST SIDE OF CITY HALL.

THANK YOU FOR CHOOSING THE MARTY FOR YOUR EVENT. WE HOPE EVERYTHING MET WITH YOUR SATISFACTION. PLEASE COMPLETE THE SURVEY AT THE BOTTOM SO WE CAN KEEP EVERYTHING IN WORKING ORDER FOR FUTURE EVENTS.

- \_\_\_ WAS THE FACILITY CLEAN WHEN YOU ARRIVED?
- \_\_\_ WERE THERE TRASH BAGS AVAILABLE FOR YOUR USE?
- \_\_\_ WERE THE TABLES AND CHAIRS IN GOOD WORKING ORDER?
- \_\_\_ WERE THE APPLIANCES IN GOOD WORKING ORDER?
- \_\_\_ WAS THE HEAT/AIR WORKING PROPERLY?
- \_\_\_ WERE YOU ABLE TO ACCESS THE SOUND SYSTEM IF NEEDED?

**WE HAVE RECENTLY PAINTED AND REPAIRED THE MARTY, PLEASE TREAT THE FACILITY WITH RESPECT. YOU WILL BE CHARGED FOR ANY DAMAGES INCURRED AND POSSIBLY LOSE YOUR PRIVILEGES IN USING THE FACILITY IN THE FUTURE. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 731-632-1401 #3, OR AFTER HOURS AND WEEKENDS CALL 731-926-6252. IF THERE IS NO ANSWER ON THE AFTER HOURS PHONE, PLEASE LEAVE A MESSAGE OR TEXT YOUR QUESTION I WILL CONTACT YOU AS SOON AS POSSIBLE.**

PLEASE SIGN STATING THAT YOU HAVE COMPLETED ALL ITEMS ON THE LIST.

SIGNATURE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

THANK YOU,  
CITY OF ADAMSVILLE