



**CITY OF HILLSBORO
RENTAL AGREEMENT-SCOUT HOUSE**

Fees: No usage charge to service, non-profit organization. Deposit will be required. All other individuals/organizations: established fees/deposits will be charged. Reservations will be confirmed ONLY when paperwork and deposit is received.

	Upstairs Meeting Room & Kitchen	Deposit	Total
Scout House	-----	-----	-----
Date to be used:	-----	-----	-----

Keys will be picked up day/afternoon prior to use. Keys will be returned the following morning. Keys may be put into the utility drop box after use.

Keys will be picked up: _____

RULES

1. _____ will be designated as the responsible person with use of the Scout House.
2. The renter will be responsible for setting up and putting away the tables and chairs.
3. Tables & chairs will not leave the Scout House premises.
4. The renter will be responsible to see that the rooms and kitchen are left in as good as or better than condition after use.
5. The renter will be responsible to insure that all lights are off, doors will be secured after use, and return the keys to City Hall. Trash bags are to be taken to outside container.
6. The renter will not cut/slice directly on Formica countertop. The kitchen appliances will be cleaned and wiped after use. Items will not be left in refrigerator.
7. All eating utensils, dish soap, towels and washcloths, etc. will need to be furnished by the renter.
8. The deposit and/or rental fee must be made prior to use.
9. The renters are not to tape and/or pin posters, signs, etc. on walls or finished cabinets.
10. The floors, counters, sinks, etc. will be swept or cleaned after use. Clean-up equipment and trash containers will be supplied for your use.
11. Deposits will be refunded to the securing party after a physical check has been made by responsible city personnel. Deposits will be used for clean-up if rooms are not left in satisfactory condition.

RENTER/RESPONSIBLE PARTY

CITY OF HILLSBORO