

Udall Community Building Contract for Building Rental

1. Scheduling will be a first come first serve basis. To reserve a date, please contact Julia Lett  at 620-782-3353, or the City Building at 620-782-3512. Arrangements will be made to sign your rental contract and checklist, pick up the key and make payment.
2. If the building has been rented by you, and for any reason it is needed for a funeral, the funeral may take priority.
3. Payments are due prior to the key being given to you.
4. Payments include \$40 rental fee, and \$65 cleaning deposit. The only exemption is the rental fee for local churches. Cleaning deposits will still apply. We request payments be made separately.
5. The deposit will be returned to you, unless the building is not clean, lights left on, utilities left running or anything is broken or missing.
6. The chairs, tables, and other equipment belong to the building and shall not be removed from the building without specific authority from the Board of Directors. Please do not put the brown tables on top of the white tables, the white tables will not hold and will break. If they break, you will be responsible for replacement.
7. You are responsible for any damage or breakage that may occur during your use of the building. The damage needs to be reported immediately to the Board of Directors.
8. If in any case anything is broken or damaged, the Board of Directors will decide what the necessary course of action will be, and the deposit will not be returned.
9. Cleaning the building includes –
 - a. Sweeping the floor
 - b. Mopping the floor
 - c. Cleaning off the cabinets
 - d. Wiping down the counter tops
 - e. Empty the trash
 - f. Clean bathrooms
 - g. Put away tables and chairs
 - h. Hang dirty dish towels/cloths on drying rack located in kitchen closet
 - i. Remove drying rack from closet and set up in kitchen

If these things are not done, or are not done to the Boards approval, the deposit fee of \$65 will not be returned to you. Please leave the building as you expect to find it, and treat it as if it is your own property. The deposit will be returned after inspection by the board and within 10 business days.

Board of Directors – Jeff Bryant, President; Paul Shueneman, Treasurer; Julian Martin,
Rod Willson, and Bruce Umholtz

Ladies Auxiliary – Julia Lett , President; Janette Adams, Vice-President;
Lulita Hopkins, Treasurer; Carla Lette, Secretary.

I have read the above and agree to the rules of this contract written and approved by the Udall
Community Board and the Udall Ladies Auxiliary.

Signed _____ Dated _____