



JL Campbell
Mayor

Po Box 366
Sutton WV 26601
307-765-5581

Joan Bias
Recorder

AGREEMENT FOR USE OF SUTTON COMMUNITY BUILDING

Name of person/organization requesting rental: _____

Contact Person: _____

Address: _____ Phone: _____

Date(s) requested: _____ Time of Event: _____ to _____

Type of Event: _____

Upon being granted permission to use the said premises, I/We will abide by the following rules and regulations:

- You are responsible for cleaning the community building, including the kitchen area and the tables after use, sweeping & mopping the floors, emptying the trash, cleaning the bathrooms, stairs, lobby and, in general, leaving the Community Center as nice as you found it, clean and ready for the next group to use it.
- The Town of Sutton, by designated officials will inspect the premises prior to and following the use there of. I understand that I/We will be responsible for any damages to chairs, tables, or other fixtures and property in the building during the time of occupation.
- Upon entering the building I/We will inspect the premises for cleanliness and report the lack thereof, and any broken fixtures or property to the secretary or by calling 644-6107 immediately.
- I/We assume the responsibility of clean-up for the rooms after they are used. I/We understand that there is a \$50.00 fee for the rental of the upstairs with a \$25.00 refundable cleaning deposit. There is a \$25.00 fee for the rental of the downstairs meeting room with a @15.00 refundable cleaning deposit.
- I/We understand that there must be continuous, onsite supervision for anyone under the age of 21 by an adult 21 years or older. I further understand that the Town of Sutton and he city officials thereof, assume no liability, whatsoever, for the use of said property, and further that the undersigned agrees to hold the Town of Sutton harmless to indemnity if with respects to any and all claims of loss, damage, or liability by accident or otherwise, and for any expense incurred, suffered or claimed by reason of or resulting from the undersigned's use thereof.
- I/We understand that no tobacco, alcohol or drugs will be tolerated, nor any violence or disturbance.
- I/We have read and understand the above rules and waivers of liability and agree to comply with the same exchange for the use of said property.

Signature

Date

Received By: _____ Date: _____

\$ Amt. Received: _____ \$Amt. Refunded _____ Date: _____