

BASEMENT RENTAL AGREEMENT & CHECKLIST
ADAIR COUNTY UNIVERSITY OF MISSOURI EXTENSION COUNCIL

Individual/Organization Name _____

Person in Charge (must be 18 or over) _____

Address _____ Phone _____

Date Wanted _____	Time Wanted _____
_____ \$50.00/Full Day Rent, \$100.00 Deposit	_____ \$35.00/Part Day Rent, \$100.00 Deposit
_____ Extension Organization/Group	Deposit Check # _____ Rent Check # _____ Cash _____
Key Picked Up By _____ Key Returned by _____ Deposit Returned to _____	

✓ **CHECKLIST** - In order to maintain our meeting facility and keep rental rates at a reasonable cost we ask that the above named person in charge assist us by using this checklist. **An Extension Staff member will inspect the facility after your event. If there are no damages, deposit checks will be available for pick up the following business day.**

To promote the health and safety of all, and to promote the cleanliness of the property, the Adair County Extension Council enforces a NO SMOKING POLICY in the building and on the grounds.

Occupant Load: 100 people (Facility has 100 chairs and 12 6-foot tables.)

	If the floor becomes dirty during your rental please sweep and mop. There are brooms and mops in the closet at the end of the hall. Please keep feet/shoes off of the walls.
	Please pick up all trash and empty trash cans into dumpster in the parking lot. Replace trash bags in trash cans. There are extra trash bags in the cabinet in the kitchen.
	Please replace all tables and chairs in carts, except those that were originally left out. Wipe off tables. No sitting on tables.
	Please wipe off stove and microwave. If you have put food in the refrigerator please take it home with you. Wipe down all kitchen countertops. Wash and put away any dishes that you may have used.
	Turn off all lights and lock the door upon leaving. Make sure fire exit door is secured (stairs on west side of basement). You may leave the key on one of the hooks on the refrigerator or return your key the following business day to this office.
	No alcoholic beverages or illegal drugs will be permitted in the building or on the grounds.
	No animals will be allowed in the building without prior approval of the Adair County Extension Council, unless they are guide dogs or other service animals assisting individuals with disabilities.
	No nails, hooks, tape, pins in walls. Signs must be placed on dry erase board. Any signs/posters placed on premises must be removed immediately after the event.
DAMAGES: Please report any damages to us so we may repair them:	

- ✓ Damages made to the basement that may exceed the amount of the deposit, must be paid for by the group using the facility. The person in charge listed above is the responsible party.
- ✓ The gardens are for all to enjoy. Please do not pick the flowers or vegetables, or dig up any plant material.
- ✓ **Notice of cancellation must be received not less than 3 days in advance of date of rental.**
- ✓ Extension Council is not liable for any injuries to parties using facilities as a result of this contract.
- ✓ Any individual or group not following these guidelines may be banned from using this facility and/or your \$100.00 damage deposit may not be returned, pending decision of Extension Council.

Signature (person in charge): _____

University of Missouri Extension is an equal opportunity/ADA institution.