

Cortland Lions Hall Rental Agreement

Rules and Code of Conduct

- Parking is provided in designated areas around the shelter. Parking on the grass is prohibited.
- Renters are to be present (or a representative) when Lion Hall is opened at specific time stated in contract.
- Payment is due at time of reservation. If payment is not received, the next reservation will be fulfilled.
- Clean up after yourself. Brooms, mops, and basic cleaning supplies are available to use.
- Please do not drag chairs, or tables across the floor. If damage is done, please report. There may be a fee charged if repairs like buffing or waxing is needed.
- No refunds will be given for cancellations without a prior 30 days notice.
- Please keep in mind our primary form of contact is by email. So it may take about 3 business days to reply back. Our email is cortlandlions@gmail.com
- Rental Fee is \$200.00 for non Lions Club members (\$100 for Lions Club members) and is due at time of reservation. If payment is not received along with agreement, your date is not guaranteed to be available to you.

Please Print NEATLY!

Name or Company: _____
Address: _____ City: _____ Zip: _____
Primary Contact: _____ Phone #: _____
Rental Purpose: _____ Rental Date: _____
Secondary Date: _____

Time In (including set up): _____ AM or PM

Time Out (including clean up): _____ AM or PM

Please make checks or money orders to: Cortland Lions Club

Rental Agreement and payment can be sent to: Cortland Lions Club/Rentals
PO box 177
Cortland, IL. 60112

Cortland Lions Club may enter the premise at any reasonable time for the purpose of inspection or making of such repairs deemed necessary in, to, on and about the premises and buildings. We also will furnish the building with electricity and gas.

By signing this agreement, you and your party are responsible for adhering to our code of conducts and rules stated above and in the building. You are releasing Cortland Lions Club of all responsibility (i.e. stolen ,damaged or lost property, injuries, e tc.) and will become the sole responsible party during your rental time and date stated above. Also note that any damages to our property can result in any additional charges or actions needed in order to reverse property back to its original state.

_____ Date: _____
Signature of responsible party

-----*For Lions Club Use Only*-----

Date received: _____

Paid: yes no Payment Form: Check Money Order Cashier Check Cash
(Include any CK #, ref #, etc for identification purposes) _____

Deposit Date: _____ Done By: _____ (initials)

Notes and Communication Log

