

# Diamond City, Arkansas

P.O. Box 1300    232 Grand Avenue  
 Diamond City, Ar. 72630  
 Phone: 870-422-7212

## Community Center and Loaned Items Policy and Contract

<b>Name</b>		<b>CC Hall Rental</b>	
<b>Address</b>		<b>Items Loaned</b>	
<b>Phone Number</b>		<b>Other Rentals</b>	
<b>Date(s) Reserved</b>		<b>Reserved By</b>	
<b>Date Loaned</b>		<b>Date Returned</b>	

Item	No. Loaned or Rented	Deposit Amt.	Check	Cash	Dep. Retn'd

<b>Community Center Rental</b>					
<b>Key No.</b>		<b>Date Loaned</b>		<b>Date Ret'nd</b>	<b>Total Paid to CC</b>

**ALL ITEMS LOANED ARE ON A FIRST COME FIRST SERVED BASIS!**

All items that are loaned **MUST** be returned in the same condition as when loaned. Costs for repair to damaged item(s) or non-returned items will be paid from the deposit. If the cost for repair or replacement to any damaged item or any non-returned item(s) exceeds the amount of deposit on file then the customer will be responsible for the remainder of the cost to have the item(s) repaired or replaced.

After the use of the Community Center it must be cleaned and returned to the same condition when rented. The center should be cleaned and all trash put in the dumpsters provided outside behind the center. The key to the center can be picked up prior to the event from the Deputy Clerks office at City Hall. The front glass door should be locked when the event is over and the key placed in the night deposit box in the door of the Deputy Clerks office at City Hall. The user will be charged for the use of the center with a minimum \$75 for the first 4 hours. If the hours used exceed the 4 hour minimum then each additional hour will be \$15 per hour.

**By signing below I agree to the terms stated above.**

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**Signature** **Date**

Prepared By: \_\_\_\_\_

<b>Item</b>	<b>Policy</b>	<b>Deposit</b>	<b>Refundable Deposit</b>
Tables	\$5 per Table	\$25	Yes After Inspection
Chairs	\$1 per Chair	\$25	Yes After Inspection
Community Center	Minimum Charge for up to 4 hours is \$75. If the event goes over 4 hours it is an additional \$15 charge per hour. There is a one time charge of \$100 clean up fee due with deposit. A total of \$175 will have to be paid prior to taking possession of the key. Clean up fee will be refunded after inspection.	\$100	Yes After the ComCen is inspected and has been properly cleaned up.
Animal Traps	Can be loaned for 15 days at a time.	\$60.00	Yes After Inspection
Medical Devices	Any loaned item(s) need to be returned to the Com Cen the same shape as they were loaned.	No Chg.	If the device etc. is returned damaged then the person who the device is loaned to will be responsible for any charges to repair or replace the item.