# ELKINS COMMUNITY CENTER Renter’s Information

**Please fill the following information out and bring to: City of Elkins**

**1874 Stokenbury Road**

**Elkins, AR 72727 479-643-3400**

**($50.00 per hour for use of main room) (Additional $25.00 per hour for use of Kitchen)**

**($500.00 All Day includes Kitchen)**

**(All fees are non-refundable)**

Date Reserved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City AR Zip

Renter Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event: From:\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Number of Guest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I understand that this is a City Building and that **NO ALCOHOL** or **SMOKING** is allowed. \_\_\_\_\_\_

Initial

1. I understand the “Rules” and “Cleaning Checklist” on the handout I received. \_\_\_\_\_

Initial

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s Signature Approved By

Receipt#\_\_\_\_\_\_\_\_\_ Ck,Cash,C.C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ELKINS COMMUNITY CENTER

**(Cleaning Checklist)**

## KITCHEN AREA

1. Make sure that all your belongings have been removed.
2. Clean countertops, range, microwave, sink, and coffee maker (if used).
3. Empty trash (take to dumpster outside the building).
4. Sweep and clean floor.

## COMMUNITY ROOM AREA

1. Please keep entry doors and all side doors closed to keep out flies, bugs and birds.
2. Make sure that all trash/debris is picked up.
3. Clean all tables and chairs.
4. Clean up all debris from decorations and any tape used on walls, floor, furniture or structures.
5. Return all tables and chairs to original location.
6. Empty trash (take to dumpster outside the building.)
7. Sweep floor.

## RESTROOM AREA

1. Clean all countertops and sinks.
2. Flush all toilets.
3. Empty trash.
4. Sweep floor.

## Cleaning Supplies

Cleaning Supplies will be available for use.

**Remember that this is a Community Building for family and friends to use and enjoy. Please keep our Building clean.**

Thank you,

City of Elkins

**Please return tables and chairs to original positions (shown on diagram below). There should be 17 round tables, placing 8 chairs around each one. This helps keep the enter looking nice and in proper order for the next person that has rented the building. Thank you for your help in keeping the Elkins Community Center looking nice.**

