

POTOMAC-GREENOUGH COMMUNITY CENTER
29827 POTOMAC, MT 59823
RENTAL AGREEMENT

The reservations and arrangements for the use of the Potomac-Greenough Community Center must be made through Brad Hall (tel. 406.244.5653). No reservation is confirmed until this form is completed (with payment of the cleaning deposit fee).

Name of Event:	
Description of Event:	
Sponsoring Organization/Person:	
Contact Person: Address: Telephone:	
Date of Event: Time of Event: Number of Hours of Event:	Beginning at: am/pm Ending at: am/pm
Organization Responsible for Payment:	

The Potomac-Greenough Community Center rental rates are, as follows:

- \$20 per hour for all events
- A cleaning fee will be charged with all rentals
- The cleaning deposit fee is \$75 for rental of the facility without use of the kitchen
- The cleaning deposit fee is \$125 for rental of the facility with use of the kitchen

Users who clean the main, kitchen (if rented) and bathroom areas after using the facility will be charged a reduced floor cleaning fee of \$40.00. Otherwise, standard cleaning rates will apply.

Facilities requested:	<i>(Please indicate below whether requesting use of kitchen and whether user will clean facility.)</i>	<i>(If user is cleaning facility, then initial each line below once cleaning completed. Return initialed form to Brad Hall.)</i>
Facility w/kitchen		Kitchen cleaned and mopped _____ Garbage bagged and put in dumpster _____ Bathrooms cleaned _____ Main area cleaned (except for floor) _____
Facility w/o kitchen		Garbage bagged and put in dumpster _____ Bathrooms cleaned _____ Main area cleaned (except for floor) _____

By signing this form you acknowledge that you have read and understand, and agree to the terms of use relating to the facility as set forth above.

Signature of Person Completing this Form

Date

Printed Name of Person Completing this Form