



Central Linn Recreation Center Rental Application

Print Name: _____

Address: _____

Telephone: _____ Cell Phone: _____

Activity/Event: _____ Estimated Attendees: _____

Failure to follow the rental responsibilities may result in fines and forfeiture of future use of the Building.

The Renter (responsible party) shall indemnify, defend, and hold the City of Brownsville, their officers, agents, and volunteers, harmless from any and all claims, actions, liabilities, or costs including, but not limited to, attorney fees, and other costs of defense, arising out of or in any way related to the rental and activities performed by The Renter or any other persons allowed on the premises, under this agreement, and arising from the sole or joint negligence of the Renter. Only those 18 years or older can sign this contract and/or check out a key.

Renter's Signature: _____ Date: _____

BUILDING RENTAL FEES			
	8 Hours	All Day (7 a.m. – 11 p.m.)	Deposit
Gymnasium	\$50	\$100	\$100
Kitchen	\$50	\$100	\$150
Meeting Room	\$35	\$50	\$50
Equipment	Tables	\$3 each	\$20
	Chairs	\$10 for up to 25	\$40

Staff Use Only

Payment Date: _____ Paid Amount: _____ Deposit _____ Rental Fee _____

Cash Check #: _____ Received by: _____



Thank you for being respectful & considerate of our beloved building and equipment.

Gym Renter's Responsibilities

1. Leave the floor clean when finished, wet mop spills and dry mop whole floor if needed.
2. Clean up all garbage including the stage and bleachers. All garbage should be emptied into the dumpster. Use liners for garbage cans.
3. Return all tables, chairs, and any other equipment to the storage rooms.
4. No food should be left anywhere in the building.
5. Nothing is allowed to be attached to any surface in the building, including but not limited to, the floor, walls or ceilings.
6. Do not lower basketball hoops.
7. Before leaving check the bathrooms, leave them clean.
8. Please report any leaks or other plumbing problems to the City of Brownsville (541) 466-5880.
9. For heat use only the timer.
10. No smoking or use of tobacco products, alcohol, or drug use is allowed on or in these premises.
11. Please check that ALL doors are locked and secured before leaving.
12. Please turn off ALL lights when leaving.
13. **All doors must be closed and locked when leaving or be subject to a fine.**

Kitchen Use

1. Remember all the above apply also.
2. Leave the kitchen clean. Floor mopped, counters clean, all dishes washed and put away.
3. Please remove all food items, especially remember to check the refrigerator and freezer.
4. Use liners for garbage cans and put garbage in outside dumpster.

Tables and Chairs Rental

1. Please return the tables and chairs clean and in good condition.
2. Return them to the proper areas from where you picked them up.
3. Label and report any problems or damage to Brownsville City Hall (541) 466-5880. Do not put damaged items in the same stacks as the others.