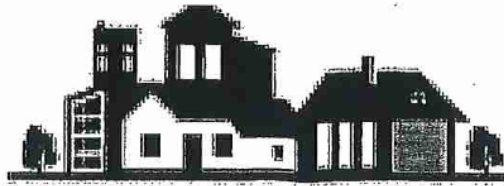


Kerri Huffaker  
President

Julia Bartholow  
Secretary



# MAYSVILLE

Area Chamber of Commerce  
PO Box 521 | Maysville, MO 64469

Amy Ford  
Vice President

Amy Justus  
Treasurer

## Rental Application and Agreement

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Name/ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### NOTE:

- The deposit is due 14 days prior to your event.

### Payment Summary

Number of hours requested for rental	
X Standard rental rate (\$15.00/hour/normal rate   \$25.00/hour /auction rate 4 hour minimum Full Day \$125	
Deposit	\$250.00
Total Rental Amount Due	

Acknowledged, Agreed and Authorized by Primary

Contract/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged, Agreed and Authorized  
by Maysville Area Chamber of Commerce

Amy Justus, Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

## CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below and make sure all parties understand the requirements of providing for everyone's safety and keeping the June Conley Building a well maintained and safe location for future use.

\_\_\_ **DEPOSIT/RENTAL FEES** A signed contract and a refundable deposit of \$250.00 must be received to reserve your date(s) and time(s).

\_\_\_ **CLEAN-UP, LOST AND ABANDONED ITEMS** The renter (s) are responsible for the following items at clean-up time. Checklist will be posted in the hallway on the bulletin board.

- Put tables & chairs back where you found them. A picture/diagram will be put on bulletin board in hallway by bathrooms for clarification, if needed. Excess chairs should be stacked 5 high in northwest corner of main hall. Excess tables should be folded up & placed on cart in northeast corner of main hall.
- Turn off stove & remove items from refrigerator you brought, *if applicable*.
- Clean up after yourself - wipe off counters, tables, chairs, appliances; sweep &/or mop floors, clean toilets *if applicable*.
- Gather trash from all rooms & consolidate to as few bags as possible. Take trash bag(s) to dumpster on north side of building.
- No non-building items can be left inside or outside the building.
- Set thermostat to 55 degrees for heat & 80 degrees for air.
- Turn off all lights & lock doors upon exiting building.
- Return key to Amy Justus at Independent Farmers Bank in Maysville during business hours OR put in the bank's night deposit box by their front door if after hours.

\_\_\_ **DAMAGES** The renter(s) will be responsible for any damage caused directly by renter(s) to walls, flooring, décor, building, landscape, grounds, etc. We do NOT allow tape, tacks, nails, or staples on the walls.

\_\_\_ **INSURANCE/LIABILITY** The Maysville Area Chamber of Commerce will not be held responsible for any personal injury incurred while on premises, nor for any loss or damage to vehicles or personal items while on premises.

\_\_\_ **PROHIBITIONS** No smoking, vaping or illegal substances may be used or possessed on or around the June Conley Building.

OTHER RULES/GUIDELINES

- Dumpster may only be used for emptying trash accumulated during the rental of building. Cannot be used to dispose of auction or garage sale items that did not sell, or trash items brought from your home.
- Building should be vacated by midnight unless prior approval from executive committee.
- Key must be returned by the next business day if rented Monday- Thursday; by Monday if rented Friday- Sunday. Key can be returned to Amy Justus at the Independent Farmers Bank in Maysville during business hours (taken to the drive thru or inside bank) OR can be placed in the bank's night deposit box by their front door, if after hours.
- Failure to comply with all rules may result in deposit being forfeited

Please contact Amy Justus at 816-449-2182 during business hours or at 816-392-9986 if after hours with questions or report any problems.

As the renter entering into this agreement, I/we have received a copy of the Maysville Area Chamber of Commerce rental conditions and guidelines and agree that I/we fully understand and agree to abide by the terms and conditions listed.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amy Justus, Treasurer

\_\_\_\_\_  
Date

Maysville Area Chamber of Commerce