

# ROSEWOOD CENTER

## Property Rental Agreement

Phone – 843-3177 x 4      Fax – 843-9400


\*\* The City will NOT be responsible for accidents or loss of personal property\*\*

FULL NAME:		ACTIVITY PLANNED:	
ADDRESS:			
PHONE NO.			
RENTAL DATE:		TIME: FROM	TO
RENTAL FEE:	\$	<b>IT IS REQUIRED TO NOTIFY THE LIBERTY POLICE DEPARTMENT (843-3956) TO UNLOCK THE ROSEWOOD CENTER AND TO NOTIFY THE POLICE DEPARTMENT TO LOCK THE BUILDING WHEN THE ACTIVITY IS OVER.</b>	
TOTAL PAID:	\$		

**THE FOLLOWING RULES ARE STRICTLY ENFORCED AND VIOLATIONS ARE SUBJECT TO FINES**

- 1. YOU MUST HAVE A COPY OF THIS AGREEMENT WITH YOU AT TIME OF USE TO SHOW THE POLICE DEPARTMENT**
- 2. NOTIFY THE LIBERTY POLICE DEPARTMENT TO UNLOCK THE BUILDING FOR USE**
- 3. EXAMINE THE ROSEWOOD CENTER AND REPORT ANY VANDALISM OR DISARRAY PRIOR TO USE**
- 4. NO COOKERS/GRILLS ALLOWED INSIDE**
- 5. NO SIGNS, PICTURES, BANNERS, ECT. ARE ALLOWED NAILED, TAPED, OR TACKED ON ANY SURFACE INSIDE OR OUTSIDE THE CENTER.**
- 6. CLEAN AND VACUUM AREA BEFORE LEAVING (VACUUM PROVIDED) AND CHECK BATHROOMS**
- 7. TRASH MUST BE REMOVED FROM PREMISES – TABLES MUST BE FOLDED DOWN AND PLACED BACK ON STAGE**
- 8. NO LOUD, UNRULY OR OBNOXIOUS BEHAVIOR WILL BE TOLERATED**
- 9. NO ALCOHOLIC BEVERAGES ALLOWED ON PREMISES**
- 10. NOTIFY THE POLICE DEPARTMENT BEFORE LEAVING THE BUILDING TO LOCK THE BUILDING AND PERFORM INSPECTION OF BUILDING**

SIGNATURE	DATE
APPROVING SIGNATURE	DATE

<u><b>AUDITORIUM</b></u>  <b>\$250.00 – 6 Hours</b> <b>\$ 25.00 – Each additional hour</b>	<b>\$150.00 – 3 Hours or less</b> <b>\$40.00 – Each additional hour</b>	<b>\$75.00 – 1 hour</b> <b>\$50.00 – Each additional hour</b>
<u><b>BANQUET HALL</b></u> <b>\$100 – 3 Hours</b> <b>\$50 – Each additional hour</b>		

**WHITE – RECREATION      YELLOW- POLICE      PINK - RENTOR**