

VILLAGE OF QUINCY  
COMMUNITY BUILDING  
CONTRACT RULES FOR AGREEMENT  
UPDATED: JANUARY 25, 2005

\*There is a 2:00 a.m. curfew. This means that you must be cleaned up and out of the community building by 2:00 a.m. of the day of rental. NO CLEANING is permitted the day after. All clean up and final removal of personal items must take place during the day of rental. (Example: Rental is on Saturday. The building is rented from Saturday morning until 2:00 a.m. on Sunday morning. At that time all clean up and check list is complete, personal items and trash are removed, door is locked, and key is placed on the counter. Rental is complete at that time.)

\*Adults will only rent the building. This means anyone under the age of 18 must have an adult willing to take full responsibility, sign the rental agreement, and be present for the entire gathering.

\*Clean up of the building means that all items on the checklist provided at the time of signing the rental agreement will be completed. Failure to complete this list properly will result in failure to return deposit to the signing renter.

\*All trash must be removed from the building. This includes trash in parking areas, restrooms, kitchen area, side yards and anything else used by the renter to contain trash and refuse. Failure to remove trash and debris will result in a \$10.00 fee being deducted from the deposit. This is also contingent upon the amount of trash left for clean up. Excessive trash left could result in loss of the entire deposit.

\*All decorations must be attached to the wires provided on the ceiling. (No tape on paneling or painted surfaces or thumb tacks in the walls please.)

\*Upon completion of rental the key to the building will be left on the counter in the kitchen area in plain view. The building will be reviewed for completion of the checklist when the key is picked up and deposit, if everything is correct, will be returned to the renter whose name appears on the contract agreement at the next regular Village of Quincy Council Meeting. These meetings are held the first and third Tuesdays of each month unless notified of change.

\*Turn the thermostat down to 60 degrees during winter use when leaving the building. Summer use should have the thermostat set at 70 degrees. FAILURE TO COMPLETE THIS STEP COULD RESULT IN LOSS OF DEPOSIT DUE TO EXCESS USE.

\*THIS FACILITY IS A SMOKE FREE BUILDING BY WAY OF COUNCIL RULES IN A PUBLIC BUILDING IN THE VILLAGE OF QUINCY. Failure to comply could result in being ask to leave the building, loss of deposit, and legal action for failure to comply with village ordinances.

\*Rental of the Village of Quincy Community Building is the sole responsibility of the person legally allowed to sign the rental agreement. It is the renter's responsibility to make sure all items on the checklist are complete and remain at the activity until completion of the rental. It is the renter's responsibility to call within 30 days of rental for the return of the deposit. The deposit will be forfeited after 30 days. (937) 585-4106. PLEASE LEAVE IT AS GOOD OR BETTER THAN YOU FOUND IT.

# Quincy Community Building

## NOTICE

### YOU WILL FORFEIT YOUR DEPOSIT

**IF YOU DO NOT TURN THE THERMOSAT BACK TO 74 DEGREES IN THE SUMMER AND 60 DEGREES IN THE WINTER. ALSO RETURN THE CONTROL TO AUTOMATIC IF YOU HAVE CHANGED IT TO FAN. CLOSE ALL WINDOWS IF YOU OPENED THEM. NO EXCEPTIONS. YOU ARE RESPONSIBLE FOR THESE THINGS WHEN YOU RENT THE BUILDING. YOU ARE GIVEN A CHECK LIST OF THINGS TO CHECK WHEN YOU RENT. WHEN FINISHED CHECK OFF THE PAGE, SIGN IT, AND LEAVE IT WITH THE KEY IN PLAIN SIGHT. THE PERSON RENTING IS THE RESPONSIBLE PARTY.**

VILLAGE OF QUINCY  
COMMUNITY BUILDING  
CHECK LIST

- Return all chairs and tables to the racks provided to store them on.
- Remove all decorations, Food, Drinks, and Trash and take them with you.
- Wipe all table tops, chairs, counters, stove, refrigerator, oven, microwave, coffee maker including cord being attached to coffee urn, and soiled areas.
- Sweep all floors- restroom, kitchen, main floor, carpeted stage.
- Clean restrooms- counters, sinks, and flush all toilets
- Mop all floors-Main floor, restrooms, kitchen. Mop bucket, floor cleaning agent, and mop are provided. They are found in the furnace closet with instructions for use. These instructions are key in keeping the floor in shape between professional cleaning. Filling of mop bucket is done by way of hose under the kitchen sink.  
DO NOT USE SUBSTITUE CLEANER WHEN MOPPING THE FLOORS.
- Make sure all windows and doors are closed and locked. This includes the refrigerators and coolers. You are responsible for unclosed fixtures. Guests sometimes open windows so each should be physically checked before departing the building.
- Check the thermostat before leaving. During the winter it should be set at 60 degrees and during the summer it should be set on 70 degrees before leaving the building. If this is not done loss of deposit may result.
- Key must be left on the counter in plain sight and all lights turned off before exiting the building at the end of the rental.
- Check the outside of the building for trash and debris before leaving.

Facility contains: Stove, Two working refrigerators, large beverage cooler, garbage disposal, coffee maker, microwave, heating, air conditioning, working restroom facilities, self cleaning oven. Grills and French fryers are not in working order for renters. The second refrigerator is not kept plugged in at all times and must be plugged in early to get cold for event.

Renter provides; cooking utensils, pots & pans, paper towels, trash bags, toilet paper, eating supplies such as paper plates and silverware, dish clothes, dish towels, dish detergent and paper towels.

VILLAGE OF QUINCY  
COMMUNITY BUILDING RENTAL CONTRACT AGREEMENT

The Village of Quincy Community Building is a public building owned and governed by the Village of Quincy Council and its citizens. Therefore, the Village of Quincy Council takes great pride in maintaining this facility for use by its citizens and making sure everyone using the building has the same pride and respect during their rental. A checklist of clean-up procedures and a list of rules are provided upon signature of this agreement. All rules and clean-up checklist items must be complied with 100% or the deposit for the use of the building WILL NOT BE RETURNED.

The deposit covers only violations of the rental agreement. Any excess damage will be billed to the person signing this agreement. Signing of this contract acknowledges that the person signing the contract takes full responsibility for the following rules, completing the rental checklist, and all activities that transpire during the rental period.

The Village of Quincy will not be responsible for any damages. We ask that you take a moment and look at the facility upon signing the agreement and make sure that any problems are noted prior to the rental. Examples: trash left from prior rentals, dirty floors, damaged facilities, or any noticeable problems should be reported upon signing of the contract.

UPON SIGNING THIS AGREEMENT YOU ARE RESPONSIBLE FOR COMPLYING WITH ALL RULES AND CLEAN-UP REQUIREMENTS. YOU ARE RESPONSIBLE FOR YOUR GUESTS. THE PERSON SIGNING THE AGREEMENT TAKES THE FULL RESPONSIBILITY FOR RENTAL OF THE COMMUNITY BUILDING FACILITY DURING THE RENTAL TIME FRAME. FAILURE TO COMPLY OR DAMAGES TO THE FACILITY MAY RESULT IN FUTURE RENTAL BEING DENIED. PLEASE READ AND SIGN USING INK THE FOLLOWING ITEMS:

RENTERS FULL NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

STREET AND MAILING ADDRESS (USED FOR DEPOSIT RETURN ALSO)  
\_\_\_\_\_

RENTAL DATE \_\_\_\_\_ OCCASION \_\_\_\_\_

DEPOSIT AMOUNT \$50.00 TYPE OF PAYMENT \_\_\_\_\_

DEPOSIT RETURNED \_\_\_\_\_ DATE & CHECK NO. \_\_\_\_\_

RENTAL AMOUNT \_\_\_\_\_ TYPE OF PAYMENT \_\_\_\_\_

SIGNATURE OF RENTER ACKNOWLEDGES UNDERSTANDING AND AGREEMENT TO FOLLOW ALL RULES AND CHECKLIST ITEMS PROVIDED

SIGNATURE: \_\_\_\_\_

PLEASE MAKE SURE MAILING ADDRESS IS CORRECT FOR DEPOSIT RETURN.

Deposits are returned at the first Council meeting following the rental by way of a check. It is your responsibility to contact Council if you do not receive your deposit within 30 days of rental or risk forfeiting the deposit. No one person makes final decisions on deposit returns. This is governed by a vote of Council members. Anyone can attend a meeting to discuss the decision made. Meetings are the first and third Tuesday of each month at 7:30 p.m. in Council Chambers unless otherwise advertised.

Thank You!

Village of Quincy Council  
115 N. Miami Street  
P. O. Box 126  
Quincy, Ohio 43343-0126  
937-585-5314 Phone  
937-585-2909 Fax  
[quincyvillage@yahoo.com](mailto:quincyvillage@yahoo.com)