



City of Maupin
 507 Grant Ave.
 PO Box 308
 Maupin, Oregon 97037

Facility Rental Agreement
 541-395-2698
 cityhall@cityofmaupin.org
 cityofmaupin.org

Contact Name	Operating As
Phone	Email
Mailing Address	

Building/Room Requested	<input type="checkbox"/> Civic Center Conference Room	<input type="checkbox"/> Legion Hall
Purpose		
Dates and Times of Use		
Is this request for a recurring event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Beginning Date	
	Ending Date	
Notes		

The renter agrees to:

- Pay a \$75 cleaning deposit paid by cash or check. The renter agrees to return the property to the condition it was left in, and the City of Maupin will return the payment upon inspection of the property after the event. If City Staff determines that the property was left in worse condition after the event, the deposit will be retained by the City. The cleaning checklist is on the back of the form.
- Notify City staff immediately of the loss of the assigned building key.
- Notify the City when the building will not be used and the agreement will be void.
- Suspend use of the building for certain events, maintenance, or other needs at the City's discretion, with notification at least 48 hours in advance.
- Provide any proof of liability insurance if the City determines that it's necessary.

If applicable, the City of Maupin will send an invoice totaling charges for the month ahead based on the City of Maupin Fee Schedule. This rental agreement is valid until the ending date noted on the form. The City of Maupin will not be responsible or held liable for any loss, damage, or injury of any kind to the renter's event participants.

Signature and Date _____

OFFICE USE ONLY	
DATE RECEIVED	STAFF INITIALS
\$75 CLEANING DEPOSIT PAID	STAFF INITIALS
KEY RECEIVED	STAFF INITIALS
KEY RETURNED	STAFF INITIALS



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FACILITY CLEANING CHECKLIST

- Sweep and damp mop with water only all floors
- Clean any kitchen areas and appliances used and rinse out all sinks
- Remove any food
- Return all furniture to its original position
- Remove all tape (Only use painter's tape if hanging items on the walls/windows.)
- Empty all trash bins and replace with new trash bin liners. Leave all trash at the designated point outside the building
- Turn off all lights and fans
- Make sure that all doors are locked