

HISTORIC NEW HAVEN SCHOOL RENTAL CONTRACT

We thank you for choosing to use the Historic New Haven School Meeting Rooms. We ask that you assist us in keeping the school orderly by observing the following rules:

- NO SMOKING in building.
- NO FASTENERS OR TAPE ON WALLS OR CEILING FANS
- NO GUESTS ALLOWED ON THE UPPER OR LOWER LEVELS OF THE BUILDING
- NO STREET PARKING IN FRONT OF MAILBOXES
- ADULTS – MONITOR THE BEHAVIOR OF CHILDREN WHILE ON THE PROPERTY

The New Haven Preservation Society assumes no responsibility for accidents that occur at an event or while guests are on the property.

Facility is available from 10:00 a.m. to 11:00 p.m.

PRIOR TO DEPARTURE:

1. REMOVE ALL TRASH AND RECYCLING FROM PREMISES.
2. Please clean all rooms, restrooms and hallways as much as possible. Brooms and mops are in the janitor's closet at the end of the north hallway. A small vacuum cleaner is in service near the refrigerator. Please empty after each use.
3. Please leave any used towels/cloths in kitchen sink
4. Please remove all carry-in items upon departure. Items left will be donated.
5. Please pull down window shades and reset thermostats to 55 degrees (heat) in winter or 80 (cool) in summer.
6. Close meeting room and bathroom doors when leaving the building.

FOR YOUR INFORMATION:

- The facility provides 6 round tables, 4 rectangular tables and 56 chairs. You may arrange tables and chairs accordingly and leave them in place after you leave.
- Six round and two rectangular cloth table covers are available for rental at \$5.00 each. No other table covers are provided.
- Should a circuit trip, please call 573-864-1509 or 573-237-5433 or 573-237-2300!
- Please report any breakage or damage that might occur. The renter is responsible for the cost of replacement or repair of any breakage or damage that might occur during this time.

Rental Rate: \$120.00 per event

Deposit: \$25.00 minimum required

Security Deposit: \$50.00, which will be returned after the event if no damage is found. The \$25.00 deposit is to hold your date and is included in the total.

The undersigned renter agrees to the rules listed above!

Renter's Signature: _____ Today's Date: _____

Renter's Phone: _____

Name of Event: _____ Event Date: _____ Time: _____

Cloth Table Cover Rental if desired: (\$5.00) # of covers _____ Amount due: _____

Total Balance due: _____

Please return contract as soon as possible to reserve your preferred date. If not received in a timely manner, your preferred date could be given to another renter.

To request information on available rental dates call Wanda at 573-237-5433.

All rental forms and deposits should be sent to:

New Haven Preservation Society

Box 338

New Haven, MO 63068