

 **Rental Request Form**

Payment Rcvd \_\_\_\_\_\_\_\_\_\_\_

Check No. \_\_\_\_\_\_\_\_\_\_\_

Amount \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Rockville Community Center

 43 E. Main Street, Rockville, Utah 84763

 Phone 435-772-0992

**TABLE AND CHAIR RENTAL AGREEMENT**

1. All tables and chairs must be in the same condition upon return.
2. If the items are not returned within one (1) business day (Monday thru Friday) an additional charge will be added, $8.00 per day per table and $1.00 per day per chair.
3. Weekend Rentals will be given until Monday before charging additional costs. The items must be picked up before 1:00 p.m. on Friday.
4. Two copies of proof of residency are required (a recent statement that shows the renter’s address, such as an utility bill or drivers license).

*The following items have been rented from the Town of Rockville Community Center:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Days** | **Item(s)** | **Cost** |
|  |  | Tables $8.00 ea./day |  |
|  |  | Chairs $1.00 ea./day |  |
|  |  | Security Deposit  |  100.00 |
| Town employees will not be charged to borrow tables or chairs; write N/C in total due area. However, all information must be filled out and the employee borrowing must sign below. | Total Due |  |
| Additional Charges |  |
| Total Due |  |

The above rented items were picked up:

(time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and will be returned at

(time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Renter’s Name Renter’s Signature Renter’s Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Renter’s Address Renter’s Email Town Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date and Time Items Returned Condition of Items Town Employee