

RENTAL AGREEMENT
ARLINGTON COMMUNITY CENTER
2026

EVENT DATE: _____, 20 _____

RESPONSIBLE PARTY: _____ PHONE #: _____

FEES: Wedding/Bridal Shower/Baby Shower: \$200 All Other events: \$125

DESCRIPTION OF EVENT: _____

PAID BY CHECK: \$ _____ # _____ Deposit: \$ _____ Set Up Fee: \$ _____

PAID BY DEBIT: \$ _____ CONFIRMATION #: _____

Renters of the Arlington Community Center agree to do the following:

- Renters are only allowed access to the main Community Center meeting area, kitchen, utility closet (for cleaning supplies) and restrooms. Access to any area rented by the Arlington Fire Department (including usage of the television in their meeting room) is not permitted.
- Building capacity is approximately 100 (comfortable) –150 (tight).
- Alcohol consumption is permitted; alcohol sales are prohibited.
- Do not block vehicular access to the Fire Department garage doors. Parking is **NOT PERMITTED** in any spaces marked or signed for Fire Department or EMS use.
- Decorate only tables. Decoration of walls or ceiling tiles is not permitted and could result in additional charges if damage occurs. Confetti is not allowed in the Community Center, as it is very difficult to clean.
- The Community Center should be left in the same condition in which it was before the event. Significant amounts of dirt or garbage left behind or damage to floors, walls, doors, windows or ceilings will be your responsibility. If it is left dirty, your deposit will not be returned.
- Rectangle and or Circle tables as well as chairs are available to use. Return any chairs and tables used during your event to the storage area from which they were removed. **Please wipe them down if they are soiled before returning them.**
- Sweep and mop the floors to remove any excess dirt or liquid spills. Please use only water when mopping the floors. The mop and bucket should be returned to the storage area when emptied
- Remove all food from the refrigerator and wipe out any spills.
- Clean the bathrooms.
- Place all recyclables (aluminum, plastic or metal) in the blue bin next to the refrigerator. Once your event is done take the recyclables and garbage to the blue/brown bins at the back of the building.
- Readjust the thermostats to 60 in winter or 75 in summer before leaving the building.
- Turn off all lights (including bathroom lights) before leaving the building. **Make sure all doors are LOCKED.**

Please place the key in the black box on left side of the front door when leaving the Community Center after the event.

Signature: _____ Date: _____, 20 _____

Tiffany Krigbaum – Community Center – 635-2474

Key #: _____