

**CARLISLE LOG CABIN
FACILITY RENTAL AGREEMENT, POLICIES AND PROCEDURES**

ALCOHOLIC BEVERAGES: No beer or other alcoholic beverages in the Log Cabin or Park

SMOKING: There will be no smoking in the Log Cabin.

ROOM SIZE: 25' X 16'

BEFORE YOU LEAVE

1. Sweep floor (floor broom and dust pan are in the cabin.)
2. Spills: Mop up all spills on the floor with the mop located in the cabin.
3. Put room back in original condition.
4. Turn lights off in the building.
5. Lock all doors and close windows.
6. Put key in drop box in back of City Hall or return to City Hall to pick up Deposit during business hours.
7. Do not activate Fire Extinguishers unless needed.

Date of Rental: _____

Renters Name / Signature: _____

Address: _____

Phone: Daytime _____ Evening _____

Purpose of Rental: _____

Office Use Only

Rental Paid: _____ Cash _____ Check (#) _____ Receipt # _____

Deposit Paid: _____ Cash _____ Check (#) _____ City Rep _____

Key returned: _____ Deposit returned: _____

Deposit retained: Explanation _____