



## City of Carlisle Log Cabin Reservation Facility Reservation Agreement, Policies and Procedures

RENTAL RATE: \$25.00

DEPOSIT: \$10.00

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. **Close and lock all doors and close and lock all windows.**
6. Put key in drop box in back of City Hall or return key to City Hall to pick up Deposit during business hours.
7. Do not activate Fire Extinguisher unless needed.

Date of Rental \_\_\_\_\_

Renters Name / Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

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### **Office Use Only**

Rental Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check (#) \_\_\_\_\_ Receipt # \_\_\_\_\_

Deposit Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check (#) \_\_\_\_\_ City Rep \_\_\_\_\_

Key returned: \_\_\_\_\_ Deposit returned: \_\_\_\_\_

Deposit retained: Explanation \_\_\_\_\_

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