**Harding County Memorial Rec Center User Agreement**

-User will empty all trash receptacles and dispose of said garbage.

-User will be responsible for sweeping, mopping, and cleaning all areas used including bathrooms. Make sure toilets are flushed and not running.

-Please report any damage to the Town Finance Officer. User will be responsible for repair/replacement of any damage.

-Please wipe down any tables/chairs you use.

-Make sure latches and doors on the meeting room side are LOCKED before leaving.

-No alcohol will be allowed on the premises unless user has scheduled a private function or has an approved alcoholic beverage license:

* 1. By signing this agreement, the user holds harmless the Town of Buffalo for injuries incurred following the consumption of alcohol on premises.
	2. User acknowledges that they are required to receive the appropriate license from the Town of Buffalo prior to the sale of any alcoholic beverages.

Rental fees: $50-Kitchen side $50-Gym side $100-entire building. Provided the facility has been thoroughly cleaned and inspected, you will not be charged. **If not cleaned properly or anything is damaged, you will be charged a $150 Cleaning Fee + cost of repairs.**

This agreement confirms your reservation for use of the Harding County REC Center on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the purpose of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Organization/Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we post to The Town of Buffalo website: YES NO

**AREA TO BE USED**

* Kitchen Side ($50)
* Gym Side ($50)
* Both Sides ($100)

TOTAL PAID: \_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_
Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

On behalf of the HC Memorial REC

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_
 Town of Buffalo, Finance Officer