

# QUITMAN DEPOT

(RENTAL CONTRACT)

Today's Date \_\_\_\_\_

Responsible Person/Group \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date(s) Requested \_\_\_\_\_ Period of time \_\_\_\_\_  
Rental Amount 125 Security Deposit 75 Total Amount Collected 200  
Circle payment type: \* check cash money order \*\$40 Fee on all Returned Check(s)\*

## AGREEMENT

This rental agreement with the above named person or group is based upon the following:

**Large Meeting Room Rental:** The rent for the large meeting room is \$125.00 a day along with a security deposit of \$75.00, totaling \$200, which is due upon the date of scheduling. The \$75 deposit will be refunded if the facility and equipment are left clean, in order, and undamaged, according to the checklist provided with the key.

**Use of the Exterior Grounds with Restroom Access Only:** Rental fee for the use of the grounds with access to the restrooms is \$100.00 plus a security fee of \$50.00 which is refundable if the area and facility are left clean and undamaged.

### Renter's Responsibilities:

1. Nails, screws or tape must not be used on the walls or woodwork.
2. Rental areas must be left **clean**, in order and undamaged to receive a refund of the security deposit.
3. If the facility is to be used for two days, rent must be paid for two days use.
4. Restrooms must be left orderly and the garbage must be bagged and placed in a container outside of the building.
5. All garbage in the large meeting room and kitchen must be bagged and put in an **outside container**. If the outside container is full, the garbage must be removed from the grounds of the facility. Within the kitchen, all counters, stove top, refrigerator, freezer, and any other appliances must be **cleaned**. The floor must be swept and mopped. All food placed in the refrigerator must be removed prior to leaving the area.
6. Trash outside of the depot and/or on the grounds of the depot must be cleaned up, bagged, and placed in the outside trash container. If the container is full, the renter must remove the excess trash from the grounds.
7. **NO SMOKING!** Alcoholic beverages although legal in Clarke County, must not be brought in, on, or consumed on the premises of the depot.
8. Tables and chairs may not be removed from the building.
9. For emergency purposes, the north and east exit doors must remain unlocked during the use of the building.
10. All renters must adhere to the requirements as established within this agreement and as established by the Depot Preservation Committee in their statement of policy.

\_\_\_\_\_  
(Renter's Signature)

\_\_\_\_\_  
(Authorized Signature)

Key Color \_\_\_\_\_

Receipt # \_\_\_\_\_

\*The key and Depot Clean-up checklist must be signed and returned to receive deposit!

The access door for the Depot is on the front deck behind barn door