

**Town of Mt. Olive**  
**Sr. Citizen Center Rental Application**  
101 N. 7<sup>th</sup> Street  
Mt. Olive, MS 39119

**All information is Required**  
**MUST BE 21 YEARS OF AGE TO RENT FACILITY AND SIGN THIS CONTRACT**

Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose (Be Specific): \_\_\_\_\_

Deposit Amount Received: \$ \_\_\_\_\_ Date Deposit Received: \_\_\_\_\_



**\*\*\*Rental fee is due upon completion of this agreement\*\*\***  
I HAVE READ THE AGREEMENT CONCERNING USE AND CLEAN UP OF THE SR.  
CITIZEN CENTER. BY SIGNING THIS AGREEMENT, I UNDERSTAND THAT I AM  
RESPONSIBLE FOR ANY ITEMS THAT ARE MISSING, BROKEN OR DAMAGED AND  
THE BUILDING MUST BE TOTALLY CLEANED AND ALL PERSONAL ITEMS  
REMOVED BEFORE LEAVING.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Town of Mt. Olive

## Sr. Citizen Center Rental Agreement

Hours of availability

Monday-Friday: 1 p.m.-Midnight · Saturday-Sunday: 8 a.m.-midnight

ALL SECURITY DEPOSITS AND RENTAL FEES MUST BE PAID BY CASH, CERTIFIED CHECK OR MONEY ORDER.

**THE RENTAL TIME INCLUDES SETUP, TEAR DOWN, AND CLEAN UP.**

| ONE DAY EVENTS                  | TWO DAY EVENTS                     |
|---------------------------------|------------------------------------|
| RENTAL: 125.00 DEPOSIT: \$75.00 | RENTAL: \$250.00 DEPOSIT: \$150.00 |
| TOTAL FEE DUE UPFRONT: \$200.00 | TOTAL FEE DUE UPFRONT: \$400.00    |

A deposit of \$200.00 for a one-day event or a deposit of \$400.00 for two-day events is due when the application is received. Contact city hall the day before your event to make arrangements for the key. The key will not be given out any earlier than the day before your event and it will not be given to anyone under the age of 21.

Reservations for the building are confirmed when security deposits are received. Your money or money order will be deposited when received. The security deposit is returned after the building is inspected and fees for cleaning, maintenance, keys, employee services are deducted. **A refund check from the Town of Mt. Olive will be written and mailed to you within five to seven business days after your event.**

The Sr. Citizen Center may not be occupied after midnight or before 8:00 A.M.

**The key must be returned to City Hall by 12 Noon following your event. A fee of \$20.00 will be charged for all keys not returned within the time allotted or for lost keys.**

### Instructions for Reservations

Please return the reservation form and security deposit to the Town of Mt. Olive and upon receiving the form and payment, your reservation will be held and a receipt will be returned to you.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Town of Mt. Olive Sr. Citizen Center

## Statement of Agreement

- ❖ No loitering in the parking lot outside the building.
- ❖ The Sr. Citizen Center is tobacco and alcohol free.
- ❖ Do not drag tables and chairs across floors.
- ❖ Materials such as tape, tacks, nails, staples, glue may not be used on the walls.
- ❖ No spray glue, bottled bubbles, smoke machines, spray glitter, spray paint or any type of aerosol are allowed in the building.
- ❖ Upon exiting the building, make sure that all lights are turned off and building is locked and secure.
- ❖ It is the responsibility of the individual reserving the building to ensure that the premises are left in the same condition of cleanliness as it was before renting. This includes:
  - ✓ Taking your trash off the premises
  - ✓ Sweep/mop the floors
  - ✓ Clean bathrooms and kitchen

AVAILABLE FOR USE: 13 WHITE LONG TABLES  
51 WHITE CHAIRS

**THE TOWN OF MOUNT OLIVE POLICE AND FIRE CHIEF RESERVE THE RIGHT TO ENTER THE BUILDING AT ANY TIME DURING THE EVENT AND THE TOWN RESERVES THE RIGHT TO END THE EVENT IMMEDIATELY WITH NO REFUND TO THE RENTER.**

**The key to the Sr. Citizen Center must be returned to the Town of Mount Olive City Hall by Noon the next business day.**

The person who signs this agreement agrees to indemnify and save harmless the Town of Mt. Olive against all costs, actions, claims and demands, whatsoever that may result from the activities of this event.

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Signature

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Date

# Town of Mt. Olive Sr. Citizen Center Kitchen Use Statement of Agreement

## **TOWN OF MOUNT OLIVE SR CITIZENS CENTER KITCHEN USE & COOKING POLICY:**

The Civic Center Kitchen is a “Preparation Kitchen Only” and is not intended for full food service cooking. The use of additional cooking devices; including countertop fryers, countertop grills or other similar devices is not allowed. There shall be no cooking of any kind inside the main room of the civic center. There is to be NO FRYING whatsoever inside the kitchen. All frying or grilling must take place outside in the approved concrete area, or offsite. The use of coffee makers, food warmers or chaffing dishes is allowed but they must be supervised throughout the entirety of their use.

**NOTE:** The Fire Chief or Police Chief of the Town of Mount Olive, or their designees reserve the right and are permitted to enter any Town of Mount Olive Facility during any events to ensure that all policies are being followed and that renting party is within compliance with this agreement. If found out of compliance the Town of Mount Olive reserves the right to end the event immediately with no refund to the renter.

The renting party agrees to abide by all listed policy rules by signing below.

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Signature of Renter

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Date

# Town of Mt. Olive Sr. Citizen Center Clean Up Check List

Return this form with your key the first working day after your event by Noon to City Hall.

Event: \_\_\_\_\_

Person Responsible for Building: \_\_\_\_\_

## Clean Up Check List

| Check List  | Responsible Person | Town of Mt. Olive Staff |
|---|--------------------|-------------------------|
| All floors cleaned                                  |                    |                         |
| Garbage removed from premises                       |                    |                         |
| Tables and Chairs wiped cleaned                     |                    |                         |
| Tables and Chairs placed where found                |                    |                         |
| Bathrooms cleaned                                   |                    |                         |
| Ice scoop on top of machine                         |                    |                         |
| Food out of refrigerator                            |                    |                         |
| Ovens and stove top cleaned                         |                    |                         |
| Glass doors cleaned                                 |                    |                         |
| All doors are securely locked                       |                    |                         |
| All decorations taken down                          |                    |                         |
| All personal items are removed                      |                    |                         |
| Any Lost/Found items will be disposed of in 2 weeks |                    |                         |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Responsible Person: \_\_\_\_\_

Date: \_\_\_\_\_