

MILLIKEN MEMORIAL COMMUNITY HOUSE RENTAL RULES AND FEES

In order to rent the Milliken Memorial Community House, you must pay a deposit at City Hall when you schedule your event. Your full deposit will not be returned if there are damages and you will be accessed for any and all damages made by you and/or your guest(s) during your rental period. Cancellations for deposit refunds must be made before 48 hours of the event. Rental fees are based on your group/organization designation:

| | | | |
|-------------|----------------------|-----------------------|------------------|
| Non-profit: | minimal 2 hours/\$20 | additional hours \$10 | day rental \$100 |
| Family: | minimal 2 hours/\$40 | additional hours \$20 | day rental \$200 |
| Business: | minimal 2 hours/\$80 | additional hours \$40 | day rental \$400 |

Hours for Rental: _____ OR Full Day: _____

Total Rent: _____

For questions regarding your deposit, please contact the treasurer:

Bill Weathers (270) 265-1137.

In order to keep the House in pristine condition, it is necessary to enforce the following rules at all times no matter how insignificant any damage maybe.

1. If you find damage upon entering the House, it is your responsibility to notify Elkton City Hall immediately within the hour in order to not be accessed for damage(s). If Elkton City Hall is not available, call any board member listed below and leave a message, if no one is available. You will be held responsible otherwise.
2. Absolutely no tape, tacks, nails, screws, quick tabs, glue of any kind, adhesives, staples, etc. are to be used on any interior or exterior surface of the House or Estate. There are no exceptions to this rule.
3. Do not take cuttings from any bush, tree, flowers, etc. on the Estate.
4. You are to furnish you own dish towels, dishes, garbage bags, and detergent. You must wipe down all kitchen surfaces before leaving. You are responsible for removing your trash.
5. Do not remove any items from the House.
6. Do not move the following items: statue on pedestal of woman, any books from the library, pictures or wall art, the secretary desk in the library, any pianos from any of the rooms, the kitchen tables, or seats from the auditorium.
7. In the ballroom, do not push table and chair carts up to the walls when you are finished with your event. This will protect the walls from scrapes and dents.
8. If you have rented a particular room in the House, only use that room for your event.
9. The rooms are rented for the day of your event only. If you need to decorate for your event the day before, you must check at City Hall for prior rentals. If the prior day is free, you may rent the Milliken Memorial House for the time needed at your hourly rate. Only use this day to decorate, not to have your event.

10. Return the key to City Hall by placing in drop box at City Hall or by 11:00 a.m. the next business day City Hall is open.
11. No parking on the lawn.
12. You must clean the rooms used for your event: if not, this will result in your deposit not being returned.
13. When leaving the Memorial House, all window air-conditioners must be turned off. In summer, central air should be set at 80 degrees and in the winter, the heat should be left at approximately 60 degrees, this is to protect the interior of the House.
14. All damage while using should be reported: do not attempt to make repairs.
15. Place tables and chairs in their proper place. Mop, vacuum, or sweep floors.
16. Turn off all lights, lock doors and windows, and empty trash.
17. No destructive, violent, or illegal behavior allowed on the Estate.
18. Any persons under 18 must be chaperoned.
19. No smoking allowed in the building and no food or drink in the auditorium.
20. Any questions or needs concerning the use of the Milliken Memorial House, contact:

Arthur Green, President: 270-265-5958 **Michael Case:** 270-604-1037
Bill Weathers, Treasurer: 270-265-1137 **Nadine Ross:** 270-265-2493
21. A rental agreement form must be signed and deposit made to reserve the use of the community house.
22. Failure to follow the rules for use of and preservation of the Community House will result in your forfeiting any further use of the building.
23. Major destruction of public property will be prosecuted under the law.

The Milliken Memorial Community House Association is a non-profit organization whose members are charged with the preservation of the House. All fees and donations are used for that preservation. Thank you for your assistance.

RENTAL AGREEMENT CONTRACT

I am requesting use of the Milliken Memorial Community House.

Dates: _____ **Time:** _____

Occasion: _____

Rental fees are based on your group/organization designation: Check for group rates:

_____ Non-profit: minimal 2 hours/\$20 additional hour \$10 day rental \$100

_____ Family: minimal 2 hours/\$40 additional hour \$20 day rental \$200

_____ Business: minimal 2 hours/\$80 additional hour \$40 day rental \$400

Hours for Rental: _____ **OR** Full Day: _____

Total Rent: _____

The Deposit for use of the Community House is: \$125.00 Cash _____ Check # _____

Balance Due: _____

The full balance is due on or before the day the key is picked up.

Your Deposit of a check or cash will be held to reserve the facility and will be released on our verification that the facility is in good shape after your use. Any damage to building or tables, chairs, etc., will be deducted from your deposit before any refunds are made. If damage exceeds deposit, a bill will be sent to the person listed on this contract. Refunds will be mailed within 2 weeks of use of building.

I have read the rules for the use of the house and by renting; I agree to follow the rules for the preservation of the facility.

By signing this document, you agree to pay for the full amount of damages by you and/or your guest(s) beyond the deposit. Major destruction of property will be prosecuted.

Cancellation of the facility for full refund of deposit must be before 48 hours of the event.

Print Name: _____

Signature: _____

Date: _____

Address (If PO Box, list physical address):

Contact Numbers: Home: _____ **Cell:** _____

E-mail: _____

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MILLIKEN MEMORIAL COMMUNITY HOUSE YARD RENTAL RULES AND FEES

In order to rent a space in the Yard of the Milliken Memorial Community House, the amount of **\$25.00 per day** is due one week before the day you plan to set up on the grounds.

In order to keep the Yard of the House in proper condition, it is necessary to enforce the following rules at all times no matter how insignificant any damage may be.

1. If you find damage upon entering the area you are setting up in, it is your responsibility to notify Elkton City Hall immediately within the hour in order to not be accessed for the damage(s). If Elkton City Hall is not available, call any board member listed below and leave a message, if no one is available. You will be held responsible otherwise.
2. Do not take cuttings from any bush, tree, flowers, etc. on the Estate.
3. Do not damage the yard by killing grass or leaving ruts, etc.
4. All damage while using should be reported: do not attempt to make repairs.
5. No destructive, violent, or illegal behavior allowed on the Estate.
6. Any questions or needs concerning the use of the House contact:

Arthur Green, President 270-265-5958

Bill Weathers, Treasurer 270-265-1137

By signing this document, you agree to pay for the full amount of damages by you and/or your guest(s) beyond the deposit. Major destruction of property will be prosecuted.

You also agree to take care of the yard of the House and to abide by the rules. I understand if I abuse any of these rules, I will be held liable for all damages and actions.

Date: _____ **Signature:** _____

Contact Numbers: Home: _____ **Cell:** _____

E-mail: _____

Dates: _____ **Time:** _____

Occasion: _____

The Payment for renting space in the Community Center yard is: \$25.00 Cash: _____ Check #: _____

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