

**Mills & Petrie**  
**Memorial Library and Gymnasium**



## Building Rental Agreement

Rental Date: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Guests Expected: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City St Zip

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

| Rental Fees                                       | Resident                           | Non-Resident (not in AFC School District) |
|---------------------------------------------------|------------------------------------|-------------------------------------------|
| <b>Gym - Hourly</b> (max. 7hr.)                   | ___ \$20/hr.                       | ___ \$25/hr.                              |
| <b>Gym – All Day</b> (7+ Hr)                      | ___ \$150                          | ___ \$250                                 |
| <b>Security Deposit for All Day Rental</b>        | ___ \$100                          | ___ \$100                                 |
| <b>Legion Room</b>                                | ___ \$10/hr                        | ___ \$20/hr                               |
| <b>Kitchen</b> (Inc. w/ Event Weekend) with event | ___ \$60                           | ___ \$75                                  |
| <b>Kitchen Alone Rental</b>                       | ___ \$60                           | ___ \$100                                 |
| Alcohol Provider: _____                           | Proof of Insurance: ___ Yes ___ No |                                           |
| <b>Stereo System</b>                              | ___ \$20                           | ___ \$20                                  |
| <b>Event Weekend</b> (3 Day Rental)               | ___ \$400                          | ___ \$600                                 |
| <b>Security Deposit for Event Weekend</b>         | ___ \$250                          | ___ \$250                                 |

**Total Amount Due: \$** \_\_\_\_\_

*By signing below, you agree to the above charges and enclosed rental rules. The facilities will be rented out with the understanding that they are left in the same condition they were found-clean. If additional clean-up is required, you will be billed at a rate of \$15 per hour.*

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

All rental fees are due 90 days before the day of the event. Checks should be made payable to: **Mills & Petrie Building Account**

Mail agreement and payment to: Mills and Petrie Building, PO Box 308, Ashton, IL 61006 or deliver to the Mills & Petrie Memorial Library.

Office Use Only

Amount Paid (Check / Cash): \$ \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_