

**VILLAGE OF NEW AUBURN PARK COMMISSION
PARKS PAVILION
RENTAL AGREEMENT & CHECKLIST**

Today's Date: _____
Renter Name: _____ **Phone:** _____
Address: _____

Alternate Contact: _____
Responsible Party: _____
Are you a Charitable Organization? _____
Charitable Organization name: _____

Rental Date: _____ **Time In:** _____ **Time Out:** _____
Return Deposit to: _____

	Needed	Returned/ cleaned	Meter Reading Field lights
1 Kitchen	_____	_____	Start: _____
2 Tables	_____	_____	End: _____
3 Chairs	_____	_____	
4 Open area	_____	_____	
5 Floors	_____	_____	
6 Bathrooms	_____	_____	
7 Grounds	_____	_____	
8 Cooler	_____	_____	
9 Refrigerator	_____	_____	
10 Field lights	_____	_____	
11 Other	_____	_____	

Noted damages: _____

The New Auburn Village and Parks Commission is not responsible for any injuries or accidents incurred while renting the building. The Renter is responsible for all damages incurred while using the building. Reservations are pending due to availability, confirmation will be made 90 days before the reservation date. Between October and April of each year, water is not available. Please report any problems to the Parks Commission 715-237-2223.

Renters Signature _____
Renters Signature

Date _____
Date

Key Set: _____

Rental fee paid _____ **Check No.** _____ **(\$125.00/day; Charitable \$65.00/day)**
Deposit fee \$125 _____ **Check No.** _____