



Shawnee Town Hall Renter Check Out Form

Name _____ Room(s) Rented _____

Date _____ Time Reserved _____ to _____

Arrival Time _____ Departure Time _____

	Comments
Floors (spills, stains, glitter, etc.)	
Walls (tape, holes, adhesive)	
Tables & Chairs (broken, damaged, etc.)	
Trash (picked up, bagged & taken out)	
Kitchen	
Decorations (cleaned & removed from building)	
Equipment Rented Checked Out: <input type="checkbox"/> Y <input type="checkbox"/> N Checked In: <input type="checkbox"/> Y <input type="checkbox"/> N	

Supervisors Comments _____

Supervisors on duty at beginning of rental _____

Supervisors on duty at conclusion of rental _____

Renters Comments _____

I have inspected the room rented with a Town Hall Supervisor at the conclusion of the room rental.

Name _____ Date _____

Signature _____



Shawnee Town Hall Payment and Cancellation Policy

Damage Deposit

- A \$200 hold will be placed on a credit card on the last business day prior to the rental date. It is the responsibility of the renter to contact the Shawnee Parks and Recreation Department for payment of the damage deposit. Assuming no damage has occurred you will be credited the \$200 the following business day after your rental date. If after an activity, additional janitorial maintenance is required (other than the normal cleaning process) or if damage exceeds the \$200 deposit additional fees may be assessed.

Initials _____

Payment

- Room rentals that are \$100 or less shall be paid in full at the time of reservation
- Room rentals that exceed \$100 have two options:
 - Full Payment** - At the time of reservation full payment will be made
 - Partial Payment** - At the time of reservation, 50 percent of the rental fee is due. The remaining balance will be due sixteen (16) weeks prior to the rental date. In the event that full payment is NOT made on time, The Shawnee Parks and Recreation Department has the right to cancel the event.
- Room rentals made less than 16 weeks prior to rental date must pay 100% of rental fee at time of reservation.

Initials _____

Room Cancellation Policy

If circumstances arise that would cause the cancellation of your event, the following cancellation schedule applies:

If Reservation is Cancelled	Renter Receives
16 weeks from the event	90% refund of rental issued
15 weeks from the event	80% refund of rental issued
14 weeks from the event	70% refund of rental issued
13 weeks from the event	60% refund of rental issued
12 weeks from the event	50% refund of rental issued
11 weeks from the event	40% refund of rental issued
10 weeks and fewer from the event	No refund issued

Initials _____