

Town of Eleanor
 401 Roosevelt Blvd.
 P.O. Box 932
 Eleanor, WV 25070
 Phone: 304-586-2319
 Fax: 305-586-2828
 eleanortown@frontier.com



Rental Room Agreement
 Application Form
 Rules & Regulations

"The Cleanest Town in West Virginia"

HOMESTEAD ROOM (Includes Grounds and Gazebo)	ROOM B	ROOM C
Resident Cost: \$300 Out-of-Town Cost: \$400 2-Day Rental Add \$150 Table Set Up Fee: \$75 <i>Outside use of Chairs: \$1 per</i> <i>Outside use of Tables: \$5 per</i> Security Deposit: \$300	Resident Cost: \$175 Out-of-Town Cost: \$200 2-Day Rental Add \$100 Table Set Up Fee: \$75 Security Deposit: \$175	Resident Cost: \$250 Out-of-Town Cost: \$300 2 nd Day Rental Add \$125 Table Set Up Fee: \$75 Security Deposit: \$250

*Note: Setting up the Tables/Chairs is an option only for inside rentals.

APPLICATION DATE: _____

APPLICANT NAME: _____

PHONE NUMBER: _____

MAILING ADDRESS: _____

ROOM RENTED: HOMESTEAD ROOM ROOM C (UPSTAIRS) ROOM B (DOWNSTAIRS)

OF DAYS FOR RENTAL: _____ DATE(S): _____

RENTAL TYPE: PERSONAL USE (LIST REASON): _____

NON-PROFIT/ORGANIZATION (LIST NAME AND REASON): _____

LIST ALL VENDORS/BUSINESSES (CATERING, DJ, etc.): _____

(*Note: All "for profit" Vendors/Businesses must have a town municipal license.)

Room Rental Cost: _____

Table Set Up Fee: _____

Total Amount Due: _____

Security Deposit: _____

OFFICE USE	
Room Deposit Paid: _____	Date: _____
Total Balance Paid: _____	Date: _____
Security Deposit Paid: _____	Date: _____
Sec. Deposit Returned: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____

I have received, reviewed, and agree to the "Rental Rules & Regulations" attached to this form and set forth by the Town of Eleanor.

Printed Name of Renter: _____

Signature of Renter: _____

Date: _____

Rental Agreement Rules & Regulations

All renters must meet all requirements listed in these “Rules and Regulations.” By signing this document, you agree to comply with all requirements and are aware that any violation will result in the forfeiture of your security deposit. The Town reserves the right to seek restitution for the total cost of any property damage caused by you or your guests that exceeds the total amount of your security deposit.

1. Rooms will not be rented to anyone under the age of eighteen.
2. The rental room may be used from 8:00 am to 11:00 pm for the day or days you have rented the room. Any renter entering the room outside of this time frame (or on a day they did not reserve a the room) will automatically forfeit their security deposit and may be prohibited from renting from the Town of Eleanor in the future.
3. Doors to the rental rooms must not be propped open. Do not adjust the thermostat.
4. DO NOT place any thumb tacks, push pins, staples, masking tape, scotch tape, or similar items on walls, window facings, ceilings, ceiling tiles, woodwork, or tables in rooms. Do not stand on tables or chairs. Do not remove tables from other rooms.
5. Do not leave food in the refrigerator, nor debris on table or counter tops. Wipe off all spills on table tops, counter tops, and chairs.
6. Do not leave dishes in the sink and do not leave any leftover items from your event. Do not flush food, coffee grounds, napkins, etc. down the toilet. DO NOT POUR GREASE IN THE SINK.
7. Do not smoke or consume alcohol in rental rooms.
8. Should you encounter a problem with any facility that you have rented, please contact the Town Hall as soon as possible to make them aware of the problem.
9. The room should be returned to the condition you found it in upon the time of your rental. This means that the floor should be swept and mopped.
Place all trash in bags and leave by the door for pickup. Please sweep floor and mop up any spills.
10. All doors and windows must be secured before leaving. Lights are to be turned off.
11. If tables and chairs are left up and the renter did not pay for the “Table Set Up Fee”, \$75 will automatically be retained from the security deposit regardless of the overall inspection results.
12. Rooms will be inspected following each rental. The result of your inspection will determine the status of your security deposit. You will be notified within two business days following the inspection with the results of said inspection and the status of your security deposit.
13. Cancellation Policy: A full refund will be issued if the rental is cancelled at least 7 days prior to the date of your rental. A fifty dollar (\$50.00) fee will be charged if the rental is cancelled less than 7 days prior to your rental date.
14. The room key must be picked up the day before your rental (picked up on Friday if the rental is for Saturday or Sunday.) If the key is not picked up and a town employee has to meet you after hours (or on the weekend) an additional fifty dollar (\$50.00) will be charged.

Printed Name

Signature

Date

APPROVED:

Printed Name

Signature

Date