

**CITY OF PECK, IDAHO**  
120 West Howard Street, Peck, ID 83545

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**COMMUNITY CENTER FEE SCHEDULE AND TERMS AND CONDITIONS**

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Meeting Room/Kitchen ONLY

<b>REFUNDABLE</b> Key Deposit	\$50.00
Rental Fee (per day)	\$25.00
<b>REFUNDABLE</b> Cleaning Deposit	\$50.00
<b>Total Meeting Rental Fee</b>	<b>\$125.00</b>

Combined Community Center

<b>REFUNDABLE</b> Key Deposit	\$50.00
Rental Fee	\$125.00
<b>REFUNDABLE</b> Cleaning Deposit	\$100.00
<b>Total Rental Fee</b>	<b>\$275.00</b>

**TERMS AND CONDITIONS**

1. Rental fees are assessed per day. The damage/cleaning deposits are assessed per rental and will be refunded to the renter upon inspection by a City of Peck representative. This inspection is based on the checklist provided at the time of rental.
2. Renters are permitted to access the Community Center after 6:00 pm on the day prior to the day of rental, provided that no other party has rented the Community Center for that time. If a renter desires to guarantee the prior day for decorating etc., an additional rental fee will be payable to the City of Peck.
3. Keys must be checked out from the City Clerk at City Hall during normal business hours (Monday – Wednesday, 8:00 am to 4:00 pm) and returned to the City Clerk by the next business day following the rental date at 4:00 pm.

I, , hereby release the City of Peck and its agents of any and all liabilities, including but not limited to: personal injury, personal property damage, defects, and acts of God or nature.

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City Employee Signature

Date

**CITY OF PECK, IDAHO**  
120 West Howard Street, Peck, ID 83545  
**CONTACT INFORMATION AND RENTAL AGREEMENT**

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Event Date:	
Event Time:	
Event Purpose:	
Number of Participants:	
Contact Name (First and Last):	
Contact Address:	
Contact Phone Number:	
Contact Email Address:	
Equipment or Special Needs for Event:	

Payment for the rental facility as well as the damage deposit must be made in advance by cash or check to the Peck City Clerk. If a personal check is returned to the City of Peck due to insufficient funds, an additional fee of \$25.00 will be charged to the issuer of the check.

The renter is responsible for clean up of the facility both inside and outside after use. A cleaning checklist is attached to this Rental Agreement.

The renter will be held responsible for any damage to the property caused by themselves or their guests. If extraordinary cleaning or repair is required due to negligence on the part of the renter or their guests, an additional hourly fee of \$15.00 will be charged for each hour required for the cleanup and/or repair.

The renter will be issued a key for access to the Peck Community Center by the Peck City Clerk. If the key(s) issued are not returned to the Peck City Clerk by 4:00 pm on the first business day following the rental, the renter will be responsible for the expense of replacing the Peck Community Center locks. Keys must be picked up during regular business hours at City Hall. City Hall is open for business on Mondays through Wednesdays, from 8:00 am to 4:00 pm.

**AGREEMENT FOR USE**

I, , have read the attached Rental Agreement and understand by signing this document that I am responsible for any and all damage caused by myself and/or my guests. I will be responsible for any charges due to loss or damage of equipment or structures belonging to the City of Peck. If I fail to clean the facility after my event, I will forfeit my damage/cleaning deposit. This will include the collection and removal of any and all decorations, food, and personal items.

I understand that a pre-inspection and post-inspection of the Peck Community Center will be conducted by a representative of the City of Peck. Any disagreements or disputes concerning fees or return of deposits will be addressed to the Peck City Clerk.

The Peck Community Center is a non-smoking facility. Smoking inside the facility will result in forfeiture of the damage/cleaning deposit.

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Renter Signature Date

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Renter Printed Name

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City of Peck City Clerk Signature Date

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City of Peck City Clerk Printed Name

**AGREEMENT TERMS**

**Purpose:** The key identified above is issued to the undersigned for official City of Peck business only. It remains the property of the City of Peck.

**Key Holder Responsibilities:**

1. The key shall not be duplicated, loaned, or transferred to any other person.
2. The key must be kept secure at all times.
3. Any loss or theft of the key must be reported immediately to the City Clerk.
4. The key holder agrees to use the key only for authorized access to City property.

**Return of Key:**

1. The key must be returned to the City Clerk upon request, separation from employment, completion of duties, or when access is no longer required.
2. Failure to return the key may result in a replacement fee or other appropriate action as determined by the City.

**Acknowledgment:**

By signing below, I acknowledge receipt of the above key and agree to the terms of this agreement.

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Renter Signature	Date
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City of Peck City Clerk Signature	Date
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**CITY OF PECK, IDAHO**  
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 COMMUNITY CENTER RENTAL CLEANING CHECKLIST

*FOR CITY OF PECK USE ONLY*

TASK LIST	INSPECTOR INITIAL
Dispose of all trash and garbage (must be removed from building)	
Empty cigarette butt container (located outside building) and dispose of with other garbage	
Pick up and dispose of all trash and garbage located in the immediate vicinity of the outside of the building	
Wipe down all counters, tables, and chairs	
Return Meeting Room/Kitchen tables and chairs to original location	
Wash any dishes and utensils used and put away	
Clean stovetop and oven	
Remove all food/beverage supplied by renter from refrigerators and/or freezers	
Remove all renter belongings and decorations	
Close and lock serving doors above counter	
Sweep floors ( <b>see Note 1</b> )	
Mop floors with damp mop – no abrasives or detergents	
Turn of all lights, fans, stoves, ovens, wall heaters, or other electrical appliances ( <b>see Note 2</b> )	
Sweep and mop bathroom floor and empty bathroom wastebasket	
Turn off bathroom lights, close door, and leave heater at original setting	
Close all windows and lock all doors	
Return Community Center key to City Clerk	

**Note 1**

Dust mops and brooms are provided in the utility closet in the kitchen area. Large, wide dust mops work well in the gymnasium area.

**Note 2**

Gymnasium heaters must be unplugged. Leave kitchen heaters set at arrow marked on front of heater.

**Note 3**

In cold weather, leave cupboard doors under kitchen sink and door utility closet open to prevent frozen pipes.