

**CITY OF LEETON  
PO BOX 87  
LEETON, MISSOURI 64761  
(660) 653-4622  
Office Hours Monday – Thursday  
9am-2pm**

**COMMUNITY BUILDING RENTAL AGREEMENT**

A \$30.00 deposit fee is required when agreement is finalized.

Usage Rates  
up to 4 hours: \$20.00  
4 to 8 hours: \$35.00  
over 8 hours: \$50.00

Today's Date: \_\_\_\_\_ Date of Use: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Reason for use: \_\_\_\_\_

Method of Payment: Check \_\_\_\_\_ Cash \_\_\_\_\_

**Authorized Users Agree to:**

1. Turn all the inside and outside lights off. (the hall light will not shut off)
2. Sack and place all trash and garbage in the trash cans behind the building.
3. Clean and shut off all appliances. (stove, refrigerator, coffee pots, etc.)
4. Clean all tables and countertops.
5. Fold up tables and return chair to chair racks.
6. Sweep and mop (where needed) all the floors.
7. Place the key in the deposit box located on the front of the building.  
Your payment can also be placed in the deposit box.

**NO OBJECTS ARE TO BE ATTACHED TO CEILING OR CEILING TILES.**

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ON CITY PROPERTY.**

The condition and cleanliness of the building after use will determine the amount of deposit that is returned.

If deposit is to be returned- do you want your check:

mailed back to you \_\_\_\_\_ shredded \_\_\_\_\_ applied towards your rental fee \_\_\_\_\_

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Party Assuming Responsibility for the Building

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

**YOUR KEY MUST BE PICKED UP NO LATER  
THAN 2:00 PM ON THURSDAY BEFORE YOUR EVENT**