

Heartland Senior Services
205 S. Walnut
Ames, Iowa 50010
(515) 233-2906
www.heartlandseniorservices.com

BUILDING RENTAL AGREEMENT (FY 11-12)

Date: _____ Name of Renter: _____

Address: _____

Phone Number: (____) _____ Email: _____

Rental Period (dates and time): _____

Key card # _____ issued to: _____

Rent \$: _____ Note: (\$40/hour)

Deposit \$: _____ Paid by: _____

Area to be rented: _____

Equipment needed: _____

- Guidelines:
- 1) Please enjoy the use of the coffee urn and microwave.
 - 2) Please enjoy food in the dining room only.
 - 3) Please leave the rooms neat and orderly.
 - 4) Please turn off all lights but one table lamp in the living room.
 - 5) Please return all equipment to original location.
 - 6) Please lock the east entrance door from the inside at the end of the event and exit through the north door past Transportation.
 - 7) Please return the key card by the next business day.

Emergencies: Emergency phone numbers are on the front desk. Instructions for turning off the fire alarm are located in the fire alarm control box near the east entrance of the building.

Thank you for choosing Heartland Senior Services for your event!

Signature of Renter
Date: _____

Signature of HSS Staff
Date: _____