Revised: Jul 2022

Elmwood Cultural Arts & Learning Center

Rental Agreement

The Bess Streeter Aldrich Foundation and American Legion Post 247 may use the Learning Center at no cost. Other organizations/individuals should use the following guidelines. A calendar for rental use is located in the Learning Center and one in the Board Room (regulated by the village clerk).		
Areas available for rent	**Learning Center and Kitchen** and/or **Board Room and Kitchen**	
Rental Fees	$75 for 3 hours or $150 for 8 hours	
General Guidelines	-No alcohol is allowed in the building or on the grounds. -No smoking is allowed in the building or on the grounds. -Entrance/exit should be made through the front door. -The area rented should be left as found, cleaning as needed with all folding chairs and tables returned to original location. If the rented location is not cleaned, an additonal $25 fee will be charged. Cleaning includes wiping off all surfaces, vacuuming/ sweeping, washing any containers used in the kitchen, and taking the trash with you.	
Area to be Rented (circle as appropriate	Learning Center/Kitchen	Board Room/Kitchen
Date and Time for Rental:		
Date Payment Received:		
Additional Notes:		
Signature of Individual/ group representative renting the facility		
Printed Name of individual/group representative renting the facility		
Date		
Phone		
Mailing Address		
Email		
Signature of Learning Center representative		
Date		
Phone		
Email		