



James D. Singer Activity Center Rental Agreement

Name:		Key #	
Address:		Key Returned:	
Phone #:		Deposit:	
Agency/ School:		Deposit Returned:	

Describe Activity/Event:	
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Event Date:		Event Time:	
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Rental fee is \$40.00 per hour with a minimum 2-hour rental. Due at time of booking.

You will be given 1 free hour at the end of your scheduled event to properly clean.

An additionally **CASH deposit of \$150.00** is required and must be paid on the Friday before your scheduled rental. It is your responsibility to pick up the key and pay your deposit on that Friday. If you do not pick up the key, you will not have access to the facility. No one is available to unlock the door for you outside of scheduled business hours.

After inspection of the facilities, your deposit will be available for pickup on the first business day following your event (Please see attached list of fees and charges).

# of paid rental hours:		X \$40.00 = (total rental fee)	\$
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By signing below, I attest that I have read ZMHA's rules and utilization policy for the use of the James D Singer Activity Center and agree to abide by all policies.

Signature of renter/Responsible Party:	Date:
X	
Signature of Zanesville Metropolitan Housing Authority Staff	Date:
X	