

**EMO-LAVALLEE COMMUNITY CENTRE
KEY DEPOSIT FORM**

Renter's Name (Printed): _____

Mailing Address: _____

Phone Number: _____ Cell: _____

I am in receipt of ___ full set(s) of keys (s) for the **Arena Hall** (3 keys -south door, upstairs door and kitchen) door for the above premises.

I will be fully responsible for this/these key(s). If any or all of these keys are lost or stolen, I/we will be fully responsible for the cost of re-keying of necessary locks and the reissuing of new keys and tags.

This form acknowledges the receipt by the Emo Municipal Office of \$50.00 deposit for the keys, which will be fully refundable upon the termination of my/our rental and the return of the keys. All refund payments issued must be approved by Council. Therefore, a cheque for the full deposit will be mailed out to the above address following the next Council meeting.

I fully understand, acknowledge and agree to the above by signing my name in the appropriate space:

Renter's Signature:

Date: _____

Signature of Emo Municipal Staff

This form must be completed in full before any key(s) can be issued to the Renter.

I, _____, have returned above-mentioned keys and I acknowledge that my \$50.00 deposit will be mailed to the above address following the next Council meeting.

Date: _____

Signature by renter

Signature by Emo Municipal Staff