

Emo Sportsfield

P.O. Box 520, Emo, ON, P0W 1E0 (807)482-2378

Rules and Regulations for Washrooms/Building

1. Bookings must be made at the Emo Municipal Office.
2. Any damages incurred will be charged to the renter.
3. The renter will be given keys to the Sportsfield the day before the function and keys must be returned the first working day after the function.
4. The renter will be responsible for closing up the Sportsfield, making certain all doors are locked.
5. Facility must be left as was prior to rental:
___ shut off all lights
___ make certain any water taps are turned off, not dripping
___ make certain toilets are not running
6. All surfaces must be clean and wiped down

Renter is responsible for supplying their own cleaning supplies.

The Township of Emo will supply toilet paper, paper towel and garbage bags.

I, the Undersigned RESPONSIBLE RENTER have read the above Rules and Regulations and understand clearly what is expected as being a RESPONSIBLE RENTER and acknowledges the receipt by the Emo Municipal Office of \$50.00 deposit for the key, 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 will be mailed out to the address below following the next Council meeting.

Responsible Renter: _____ (print)

Signature of Responsible Renter: _____

Mailing Address: _____

Phone Number: _____

Picked up Keys On: _____

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

Date

Signature by renter

Signature by Emo Municipal Staff