

Mantee Community Center Rental Agreement

As approved by the Mantee Board of Aldermen July 6, 2026

This signed Agreement must be on file with the City Clerk to reserve the Mantee Community Center and can be emailed to townofmantee@gmail.com or submitted at the Depot drop box. Payment must be received by 3 days before event.

This Agreement is hereby entered into by and between the Town of Mantee and the Party herein named below (hereinafter referred to as "Renter") for the use and occupancy of the **Mantee Community Center**, located on First St, Mantee, MS 39751, including the amenities within (tables, chairs, limited kitchen space) on the terms and conditions herein set forth below:

Name: _____

Address: _____

Email Address: _____ Phone: _____

Detailed Description of Event: _____

Beginning Date/Time of Event (includes set-up date): _____

Ending Date/Time of Event (includes complete clean-up & removal of all personal items): _____

This Agreement shall have no force or effect whatsoever unless and until the Renter shall execute said Agreement and make deposits as required below. Renter shall covenant and agree that he/she will well and truly perform or abide by each and every term and/or restriction and/or limitation of this agreement.

1. **PAYMENT:** Renter shall pay to the Town of Mantee at the City Hall Depot, 24 First St, Mantee, MS 39751 for the use of the Community Center the following sums of money for the event(s) aforesaid. **Note: School and church groups may use the facility without charge for educational purposes and are subject to all of the rules herein**

RENTAL FEE: \$ 150 PER DAY _____ (Initial)

2. **CLEANING:** Renter shall pick up all trash and debris inside and outside of the building and remove the trash bag from the building to the trash container. Renter shall sweep the floors of any dirt/mud tracked into the building, food or other items on the floor. Renter shall mop the floor of any messes that occur that cannot be swept. Renter shall ensure that the tables and chairs are placed back in an orderly manner in the storage closet. **If the community center is not properly cleaned, the Renter will be charged an additional \$ 100 cleaning fee.**
3. **REMOVAL:** Renter shall remove from and clean the premises of all trash, debris, personal property, and goods belonging to the Renter or caused by his/her use of the premises. If any such property is not removed within the above stated time, the Town of Mantee shall have the right to dispose of same in such a manner as the Town may deem necessary or appropriate.
4. **PARKING:** Renter and all attendees shall park vehicles in designated parking areas in front of the Community Center or in public parking in Mantee. No parking is allowed behind the Community Center or in the Fire Department/helipad driveway.
5. **OTHER LIMITATIONS:** This Rental Agreement applies only to the Community Center building and the amenities within. Grilling and frying is allowed only in designated areas on the concrete slab to the south of the Community Center (not inside the building or on the front porch). No water slides, inflatables, or other outdoor equipment is allowed as a part of this Community Center rental or otherwise.
6. **PROHIBITED CONDUCT:** Renter shall not do or permit to be done upon said premises anything that will tend to injure, mar, or in any manner deface said premises and will not drive or install or permit to be driven or installed any nails, tacks, screws, staples, on any part of the Community Center. No alcohol or smoking is allowed on the premises.

7. **COMPLIANCE:** Renter shall comply with all laws of the United States, the State of Mississippi, and all the Ordinances of the Town of Mantee. Renter will not suffer to be done anything on said premises in violation of any such laws, ordinances, rules and/or regulations.
8. **INDEMNITY:** Renter agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon; and to indemnify and hold harmless the Town of Mantee against any and all claims for loss (injury or damage to persons or property including claims of any contractor or subcontractor) arising out of the activities conducted by the Renter.

I HAVE READ AND UNDERSTAND THE TERMS OF THIS AGREEMENT, INCLUDING THE CLEANING POLICY AND ASSOCIATED FEE, AND AGREE TO THE TERMS THEREBY.

ACCEPTED, THIS THE _____ DAY OF _____.

RENTER: _____

(Print Name)

BY: _____

(Signature)

For Office Use Only

APPROVED BY:

Town of Mantee: _____

(Signature)

(Date)

PAYMENT RECEIVED ON _____ by _____

(Date)

(Signature)