

Approved
see date call
1-10-24

RENTAL POLICY FOR ASSOCIATION FACILITIES

There will be no donations made from rental fees paid. VFW will be rented from September 1st until after the session each year. Dates are subject to change each year.

Payment and deposit is to be made when keys are picked up from Kim Terry at Dunn Residence, 214 W. Green St. Henrieville. Office contact is 943-535-4327 or cell is 943-947-6366. **CCPA will handle keys.** Keys may be picked up within 24 hours of use and must be returned within 24 hours and use during week days or picked up on Friday before use on the weekend and returned on Monday following use. Facilities used must be cleaned to meet the Nine-Man Board's approval. All cash must be put in dumpster outside of each building. The bottom portion of this form must be completed and returned to the Nine-Man Board on that approval and confirmation of the rental can be given. The Nine-Man Board meets each month on the second Monday.

Please indicate rental requested and check each amount that applies to your rental.

VFW

\$75 set up/tear down fee per day used

\$350 rental fee per day waived - total for 2+ weeks \$1500

plus \$350 deposit (refundable)

Total due at time keys are picked up \$ _____

Name of Group Clay County - Voting - Election Administrator

Person to contact Jack Pickett Phone # 631-0663

Address c/o Clay County Commissioners - 214 N. Main Henrieville

Activity to be held Early voting

Date(s) requested Starting on Feb. 19th move in

Approximate time of use from _____ to _____
7am to 7pm - estimate daily