

Town of Oak Grove

Community Building Rental Request

Name: _____ Phone: _____

Date(s) of Event: _____

Type of Event: _____

Current established rates for the use of the Community Building/ School House. This money is used to pay for building maintenance, repairs, supplies and utilities.

\$50 for 1 day and \$25 for each additional day

\$25 Deposit (Cleaning and Damage) *separate payment (Original will be returned)

(separate \$25 payment will be returned after building checked, approved, and keys are returned).

NO SMOKING OR ALCOHOL IS PERMITTED

The wood stove is **NOT** to be used during your rental.

We ask that you leave the building clean and ready for use. The renter of the building is responsible for how the building is left and any damage that occurs. Immediately, notify the Water Department of any damages or building issues. You can leave a message at (870)749-2785 and someone will contact you for more information during regular office hours. If Extensive cleaning shall be required because of your event and/or Any Damage occurs to the building or town property during your event it may result in your deposit being forfeited to the Town of Oak Grove.

Before Returning Key:

- Please make sure to turn off all Lights, Air Conditioners/Heaters before locking up.
- All tables need to be cleared and left set up.
- All chairs need to be folded and hung on chair storage racks located by restrooms.
- All trash/decorations/food/etc. needs to be gathered and bagged for disposal. You may take the trash with you, or you may leave it **BAGGED** inside by the main door on the South Side of building.
- Leave keys in the Water Department Drop Box or Return them during regular office hours.

****Original Deposit Payment will be returned after Community Building has been checked, approved, and keys are returned.****

Office Use Only	
Submitted On: _____	Payment: _____
Received By: _____	

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THE TOWN OF OAK GROVE IS NOT RESPONSIBLE FOR ANY ACCIDENTS

Office Use Only

Submitted On: _____ Payment: _____
Received By: _____