



600 East Ficklin | Tuscola, IL 61953
217-599-1127 | www.parkstonevillastuscola.com

COMMUNITY ROOM RENTAL CONTRACT:

Rental Date: _____

Fee to rent the Community Room is \$150 for non-residents, \$0 for residents. A credit card and State ID must be on file for rental. If Community Room is not cleaned properly, a \$75 charge will be placed on your credit card. Community Room is available from 8am-10pm on the date of rental. Room must be cleaned and vacated no later than 10pm.

CLEANING ROOM CHECKLIST:

1. Sweep floor and mop up any spills
2. Wipe off all tables
3. Wipe down all counters and sinks
4. Wipe down stoves and microwaves inside and out
5. Clean out refrigerator, wipe up all spills
6. Clean glass on door
7. Take all trash out and replace bag
8. Put tables and chairs back the way they were
9. Do not leave food and beverages behind, discard all extra appropriately

Once the room is cleaned and you are ready to go, ***lock outside entrance door and inside entrance door to the room.*** Place the key in the Parkstone Villas Mailbox and exit through the south entrance door.

You are responsible for any damage caused by you or your guests. Do not let anyone you do not know in the building. Questions or concerns call Parkstone Villas at (217) 599-1127.

I agree to the above terms:

Name _____

Address _____ City _____ State _____ Zip _____

CC _____ - _____ - _____ - _____ Exp. _____ SC _____

Signature _____ Date _____

Parkstone Villas Onsite Manager