Log Building Rental Agreement & Checklist

Before Your Event

☐ I have scheduled my event with the Log Building Caretakers: Barry & Michelle Doak (304-771-5837).
☐ I have paid the rental fee:

- $125 for one night

- $175 for two nights

- $50 for rental of bingo machine (May only be ran by an official licensed bingo caller)

- All individuals, including nonprofits, are responsible for cleanup. A $50 deposit is required to ensure the building is cleaned. If the building is clean, the $50 deposit will be returned or the check destroyed.

- **Nonprofit organizations may use the log building free of charge; however, the organization is responsible for cleanup and will be charged a cleaning fee of $50 if the building is not cleaned.**

    ☐ I have made the check payable to the **Tyler County Fair Association (TCFA)**.
    ☐ I have placed the payment in the drawer closest to the refrigerator.

During Your Event

☐ I understand that **no alcoholic beverages** are allowed inside the building or on fairgrounds.
☐ I acknowledge that **no smoking** is allowed inside the building.
☐ I will supervise **all children at all times** and ensure they do not play in barns or ride bikes/skateboards on the stage/building.
☐ I will not remove **tables, chairs, sound equipment, or coffee pots** from the building.
☐ I will not **sit or stand** on tables or chairs.
☐ I will not **remove items from the walls**, except for decorations I put up.

After Your Event (Clean-Up)

☐ I will **bag all trash** and take it to the dumpster near the shower house.
☐ I will remove all decorations, tape, and items I put up (**NO glitter or confetti** allowed).
☐ I will put **tables and chairs back in their original place**.
☐ I will **sweep and mop the floors** (Cleaning supplies are in the men's bathroom).
☐ I will **unplug** the coffee machine.
☐ I will **clean the bathrooms** and take out the trash.
☐ I will **leave the building in the same or better condition** than I found it.

Signature: _____   **Date:** _____

This checklist ensures that I understand and agree to follow all rental rules. Failure to comply may jeopardize future rental privileges.