

The Office of the Mayor is happy to loan you our “3” for your upcoming event. In order to ensure that as many citizens and community groups as possible have the opportunity to use the “3” at their event, we require that you return it to the Mayor’s Office at Historic City Hall within 24 hours of checking it out.ⁱ Should there be damages or loss to the “3”, we will be seeking replacement costs (approximately \$420) from the individual who has signed out the “3”.ⁱⁱ If you are signing the “3” out on behalf of an organization, it is your responsibility to clarify with that organization how these costs will be covered in the event that you are unable to return the “3” in the same condition it was in when you checked it out.ⁱⁱⁱ

I, the undersigned, agree to the terms and conditions outlined in this document.

_____	_____
Name (Printed Please)	Signature

Address	

Telephone Number	
_____	_____
Organization	Date

ⁱ We reserve the right to adjust this timeline if the “3” has been requested for an event within that 24 hour time frame, but we will let you know if this is the case when you come to pick it up.

ⁱⁱ We don’t run a rental car company, but some of us have always wanted to work at one (well, not really). In order to try to duplicate that experience, the Office of the Mayor will examine the “3” with you to take note of any imperfections prior to it leaving our office. We will examine it with you again when you return it to take note of anything that constitutes normal wear & tear as opposed to damage that would make it unsuitable for future use. Damage that would make it unsuitable for future use includes but is not limited to visible or obvious scratches, visible or obvious holes or dents, breakage, and discoloration.

ⁱⁱⁱ The person who checked out the “3” is responsible for checking it back in.