



# Community Building Rental Reservation Form

Rental Fee \$150 per day      Deposit \$250 refundable after inspection

**Wifi: Shguest    Password: Beourguest**

## Contact Information

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Details

Event Name/Purpose: \_\_\_\_\_

Date: \_\_\_\_\_ Est. Attendees: \_\_\_\_\_

Will there be alcohol: \_\_\_\_\_

## Rental Areas (check all that apply):

Kitchen  Outdoor Area  Other: \_\_\_\_\_

## Equipment Needed:

Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_ Television: \_\_\_\_\_ Other: \_\_\_\_\_

## Agreement

I agree to pay the fees above and abide by all rules. I understand the deposit is refundable after inspection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Type of payment: Cash or Check

Rental Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

Total: \_\_\_\_\_

## Office Use Only

Key #: \_\_\_\_\_ Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Damages: \_\_\_\_\_

Key Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Deposit Returned: \$ \_\_\_\_\_

Reschedule: \_\_\_\_\_ Date: \_\_\_\_\_

Cancellation: \_\_\_\_\_ Refund: \_\_\_\_\_ Date: \_\_\_\_\_

# Rental Agreement Acknowledgements

By signing this form the users acknowledge and accept the conditions of this rental agreement. **Please initial by each of the terms of acknowledgement.**

\_\_\_\_\_ This facility, outdoor space, and grounds are designated as non-smoking areas. Smoking or the use of E-Cigarettes in this facility, outdoor spaces, and grounds will result in the loss of the deposit. Tobacco use in public parks and facilities is prohibited by Ordinance 17-887.

\_\_\_\_\_ Alcoholic beverages are allowed at this facility provided they are not sold. The user agrees to follow all applicable federal, state, and local laws with regards to alcoholic beverages.

\_\_\_\_\_ Pyrotechnic devices, including all fireworks are not allowed in the facility or on the grounds.

\_\_\_\_\_ It is unlawful for any person to play, use, or operate on the streets, alleys, or public grounds a loudspeaker or sound amplifier that disrupts the peace of the surrounding areas.

\_\_\_\_\_ The premises must be used for a lawful purpose and there shall be no attempt to charge a fee or to sell any merchandise to the general public without written consent from the City Administrator.

\_\_\_\_\_ The facility shall be vacated at the agreed time. The agreed time includes setting up, tearing down, and cleaning and is noted in the rental agreement. Access to facility outside of agreed rental hours is prohibited.

\_\_\_\_\_ All tables, chairs and facility equipment will be returned to its original location in clean, operable condition prior to leaving the facility.

\_\_\_\_\_ The facility must be cleaned appropriately, including the removal of all trash, wiping of tables and surfaces, vacuuming the floors with the provided vacuum, and cleaning the restrooms and kitchen appliances. Any cleaning tasks that are not completed will result in the forfeiture of 50% of all deposits.

\_\_\_\_\_ The use of silly string, any type of tape or adhesive, or any items that may damage surfaces on the walls, counters, ceilings, TV, blinds, windows, or any other surface will result in the forfeiture of the entire deposit. Nothing may be hung from or attached to the ceiling under any circumstances.

\_\_\_\_\_ The renter is responsible for supervising all individuals at the facility. For any group that includes minors, the renter must provide adult chaperones (age 18 or older) at a minimum ratio of one adult per 15 minors.

\_\_\_\_\_ If the facility is occupied during the renter's designated rental time and the occupying party refuses to leave, the renter is responsible for notifying the City immediately during business hours or contacting 911 for police assistance after hours.

\_\_\_\_\_ The renter agrees to hold the City harmless for any damages to persons or property that occur during the rental period as a result of the actions of the renter or any attendees of the event.

\_\_\_\_\_ If a guest fails to pick up their key as scheduled, a **\$100 fee** will be deducted from their deposit. This fee covers administrative and handling costs associated with rescheduling or managing unclaimed keys outside of business hours.

The City reserves the right to terminate this agreement at any time upon notice to the user. The user agrees to forgo any claims against the city for damages resulting from such termination. Users may cancel the rental agreement at any time. Cancellations made **six (6) or more business days** before the rental date will receive a refund of 50% of rental fees and any applicable deposits. Cancellations made **five (5) or fewer business days** before the rental date will be refunded 100% of the deposit but will not be refunded the rental fee.

\_\_\_\_\_  
User Signature                      Date

\_\_\_\_\_  
City Representative                      Date