

City of Almaena, Kansas

P.O. Box 277 Almaena, KS 67622

785-669-2425

Community Center Rental Agreement, Rules and Regulations

Rental Rates are charged for the following:

Any activity/event that is open to the general public for which an admission charge, ticket sales, donation or any fee collection process is utilized.

Any activity/event that is open only to a special interest group such as weddings, family reunions, class reunions, private birthday parties, private anniversary parties and not open to the general public

Any activity conducted by a local individual, group or organization for a commercial purpose such as company meeting, craft fair for profit, etc..

- \$30.00 Without the Use of the Kitchen
- \$50.00 Includes Use of the Kitchen appliances, sink, utensils, dish rags and towels, etc.
- \$100.00 Includes Community Room, Kitchen and permission to possess & consume Cereal Malt Beverages within the community room. *If Cereal Malt Beverage is being **sold** a Special Event CMB license is required.*
- \$50.00 Deposit which is refundable if the below conditions are met
- \$100.00 Deposit when cereal malt beverages (beer) is served
- \$100.00 Deposit for the use of Sound/Video System – **requires a separate key to access**

Free Use with a Deposit is allowed for the following:

Northern Valley School, Almaena Area Church activity/event or other Almaena Area Non-Profit organization and Funerals.

- No rental fee
- \$50.00 or \$100.00 Deposit which is refundable if the below conditions are met.

Rental/Use includes use of Tables and Chairs. If Kitchen was included use of items in the kitchen area are included but must be cleaned and put back in the proper location(s). Sort chairs by type (padded vs non-padded).

There is a Defibrillator mounted on the wall. This machine is only to be used in emergencies and is not to be tampered with. If the Defibrillator is used, it must be reported to the City so that the unit may be checked for readiness.

Clean up requirements – there is a check off list in the kitchen that needs completed prior to leaving the building following your event.

Rental Agreement:

- Renter must be 18 years old or older to rent this facility.
- Renter is responsible for the liability of their guests as well as any damage to City Property.
- Deposit and rent must be paid in full prior to receiving the key(s).
- Key(s) may be checked out on the last business day preceding the event unless other arrangements have been made and must be returned into the Library Book Drop on the West side of the building after the event concludes.
- Renter or representative must remain with the building and their guests at all times during their activity/event.
- Building must be locked whenever renter leaves the premises. If building is left unattended or unlocked the renter accepts full liability for any and all damages that may occur.
- Keys may not be duplicated.
- Lost keys will result in fees necessary to cover the changing of the locks and to purchase replacement keys.
- Lock exterior doors and turn off lights upon completion of the rental.
- Report any damage to City Hall as soon as possible.

If sound equipment/projector or was rented, ensure all contents are returned in black zippered case (a content list is inside of case). Drop off the case to office during open business hours, or call office for special arrangements. **Please do not leave sound equipment case in community center.**

Refunds: Deposit and rental fee will be refunded if rental is cancelled *no less than* one week prior to the scheduled event.

Alcoholic Beverages: The use of alcoholic beverages in the Almena Community Center will require an additional \$100.00 deposit at the time of rental.

Maximum number of people: Fire code prohibits more than 470 people in the building at one time.

Animals: No animals are allowed in the Almena Community Center Building unless they are a registered service dog.

Liability and Indemnity: The renter for itself, its agents, employees, representatives, assigns and others using the Almena Community Center shall waive any claim(s) whatsoever against the City of Almena, its Governing Body and Representatives, for any loss, injury or damage during the time the Almena Community Center building is used and occupied by said renter.

It is the goal of the City of Almena to provide a facility to the public for medium to large events at a reasonable cost to its citizens and at the same time minimizing the amount of time required of city employees to clean up the facilities following events as well as reducing the amount of interruptions to normal City operations.

The City of Almena reserves the right to limit a group's use of the community center in order to accommodate multiple uses of the center. The City also reserves the right to refuse use of the building based on prior use.

I hereby agree to and understand the rules concerning the rental and deposit fee for the Almena Community Center. I understand that my deposit will be returned as long as the requirements listed are complied with in full and keys returned.

Door Key Assigned _____ Returned _____ Sound System Key Assigned _____ Returned _____

RENTAL DATE: _____ TIME Needed: _____ to _____

Applicants Name (printed) _____ Phone # _____

Name of the Event _____ Will Alcohol be served? Yes No

Approximate number of attendees _____ Will you require the use of the kitchen? Yes No

Is the event a Private party (specific group) Funeral Fund Raiser (not for profit)

Use of Sound/Video System

Based on the above answers the cost of rental is \$ _____ and the deposit required is \$ _____

Signature: _____ Date: _____

Deposit/Fees Received (For Office Use Only):

APPROVED BY: _____ Date Approved: _____

Check # _____ Amount \$ _____ For Building Rental

Check # _____ Amount \$ _____ For Security Deposit – The only exception is for "City of Almena" use.

REFUND SHRED (per customers request)