



P.O. Box 14
 Lebo, Kansas 66856
 Phone (620) 256-6622

LEBO COMMUNITY BUILDING RENTAL AGREEMENT

Today's Date: _____ Event Date: _____

Type of Event: _____

Person in Charge: _____ Phone: _____

Address: _____

Driver's License #: _____ DOB: _____

Rental Rate Per Day:	Payment Type	Date Deposited	Security Deposit	Payment Type	Date / Shredded, Returned, Deposited
Parties/Celebrations/Receptions \$35.00			Regular \$50.00		
Auction/Commercial Use \$75.00			With Alcohol \$100.00		

(Deposit Non-Refundable if event canceled)

All reservations must be made in person or in direct phone conversations with city hall staff. No Facebook messages, emails, or after hour phone messages will be accepted. The written application and the deposit must be received within 48 hours of making a reservation or the reservation will be cleared from the calendar.

Please pay the rental fee and security deposit in **two separate payments**. Once the building has been inspected following the event, your deposit can be returned to you the next business day. The building must be clean and free of damage before deposit is returned.

NON-PROFIT ORGANIZATIONS OR CIVIC ORGANIZATIONS SUCH AS: GIRL SCOUTS, BOY SCOUTS, CHAMBERS OF COMMERCE, 4-H, CHURCH GROUP, SCHOOL GROUP, CITY/COUNTY GROUCT, ETC, MAY USE AT NO CHARGE.

BUILDING MAY NOT BE RENTED FOR THE SALE OF FIREWORKS, ALCOHOLIC BEVERAGES, OR TO ENGAGE IN ILLEGAL ACTIVITIES. IT MAY NOT BE RENTED FOR GARAGE SALES OR LIKE SALES THAT REQUIRE FURNITURE AND LARGE ITEMS TO BE BROUGHT INTO THE BUILDING.

RENTER WILL BE HELD LIABLE FOR ANY DAMAGE OCCURING TO THE CONTENTS OF THE BUILDING.

The key may be picked up at City Hall during the hours of 8:00 a.m. – 4:30 p.m. the day of the event or on the Friday before, during the same hours, if the event falls on a weekend. After the event, please return the key to the drop box located at City Hall.

RULES AND REGULATIONS

1. No smoking in the building – all cigarette butts disposed of outdoors must be collected and disposed of in a trash receptacle.
2. No nails or tape on the walls, cork boards are available for decorations or announcements.
3. All food and personal materials must be taken from the premises upon conclusion of event.
4. Pick up trash outside of building and bag all trash.
5. Trash is to be tied securely in trash bags and placed in the trash bin on the east side of the city shop located at 5 E. Broadway. (Across from Casey's)
6. Equipment will not be removed from the building.
7. Tables and chairs must be cleaned and returned to original setting. **DO NOT SLIDE CHAIRS OR TABLES ACROSS THE FLOOR.**
8. Please do not open windows if running A/C or furnace.
9. The oven and refrigerator must be left clean.

Building is to be cleaned by renter when finished, NOT THE NEXT DAY. There is a limited number of supplies. You may bring your own dish soap, cloths, towels, trash bags, etc.

BEFORE YOU LEAVE:

- Check that the lights and water faucets are off
- Toilets and urinals have been flushed and are not running
- Make sure the refrigerator doors are closed and oven is off
- Adjust thermostat to 80 degrees in the summer and 60 degrees in the winter
- Close and lock windows and doors

Any deviations from the above uses will be at the discretion of the Lebo City Council.

Renters must be out of the building by 2:00 a.m.

Building will not be rented to anyone under 21 years of age.

City of Lebo reserves the right to have a representative check the building at any time.

By signing you agree that you will not provide alcohol, or cereal malt beverages, to anyone under 21 years of age. You also agree that the City is not responsible or liable for any damages to property or persons arising from use of the building or consumption of alcoholic beverages on the premises. Security must be provided at renter's expense if alcohol is served. You agree to hold the City harmless from all demands, claims, suits, actions or liabilities to any person or property or such damages and indemnify the City for any costs incurred there from.

I have read the above rules and regulations for renting the Lebo Community Building and will be personally, and fully responsible for any damages that occur.

Signature

A list of minimum requirements to have deposit returned will be provided when you pick up the key to the building.