

LEBO COMMUNITY BUILDING RENTAL AGREEMENT

City of Lebo
9 E. 4th
P.O. Box 14
Lebo, KS 66856

Phone: (620) 256-6622
Fax: (620) 256-6078

Today's Date _____ Event Date _____

Type of Event _____

Person in Charge _____ Phone _____

RENTAL RATE per day

Parties/ Celebrations /Receptions \$25.00

Auction/Commercial Use \$75.00

SECURITY DEPOSIT \$50.00 - \$100 (with alcohol)

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

BUILDING MAY NOT BE RENTED FOR THE SALE OF FIREWORKS, ALCOHOLIC BEVERAGES, OR TO ENGAGE IN ILLEGAL ACTIVITES

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

Please pay rental fee and security deposit in two separate checks – one check for rental fee and one check for security deposit. The security deposit check can be destroyed or returned to you the next business day following inspection of the building. Building must be clean and free of damage before deposit will be returned

Please select: _____ **Destroy** _____ **Return**

The key may be picked up at City Hall during the hours of 8:00 am – 4:30 pm the day of the event, or on Friday, during the same hours, if the event falls on the weekend. After the event, please return the key to the drop box located at City Hall. Building will be checked after each rental.

Cancellation rental fee and security deposit checks will be refunded if notified at least 7 days prior to the event. Cancellations with less than 7 days notice prior to the event will result in the forfeiture of the \$25.00. Notification of a cancellation must be in writing only.

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
- 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 amount of supplies. You may bring your own dish soap, cloths, towels, trash bags, etc.

BEFORE YOU LEAVE.....

Please check that the lights and water faucets are off and the toilets and urinals have been flushed and are not running. Make sure the refrigerator doors are closed and the oven is off. Close & lock windows, adjust thermostat to 80 degrees in the summer and 60 degrees in the winter and check that doors are locked prior to leaving.

Any deviations from the above uses will be at the discretion of the 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 liability 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.

Building will be inspected following each rental.

Signature

PLEASE PRINT:

NAME: _____ PHONE: _____

ADDRESS: _____

DRIVER'S LICENSE #: _____ DOB _____

The minimum cleaning to receive your deposit back: Sweeping the floors, wiping down the counters, cleaning the sinks of debris and removal of all trash from inside and outside the building. It is the goal of the city of Lebo to provide a facility to the public for small and medium sized events at a reasonable and economical cost to its citizens, while at the same time minimizing the amount of time required of city employees to clean the facilities following events, as well as reduce the amount of interruptions to normal City operations. The City of Lebo reserves the right to limit a group's use of the community building in order to accommodate multiple uses of the center. The city may restrict the use of the building to any group that has used the building free of charge and failed to perform the minimum cleaning task listed above or have not obeyed the rules and restrictions.