



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: _____

Estimated Start Time: _____ Estimated End Time: _____

*These times will be used for our cleaning staff to check the building between rentals.

(City Use Only)

Rental Rate Per Day:	Payment Type	Date Deposited	Security Deposit	Payment Type	Date / Shredded, Returned, Deposited
Rental Fee \$50.00			Regular / With Alcohol \$50.00 / \$100.00		

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. The deposit will be forfeited if the event is canceled. The rental fee is due at the time the key is picked up. Following the event, the building will be inspected. If the building is clean and no damage has occurred, the deposit will be returned after inspection.

Please pay the rental fee and security deposit in **two separate payments**.

Non-profit or civic organizations may use the building at no charge, subject to approval by the City of Lebo.

Building may not be rented or used for the sale of fireworks, alcoholic beverages, or for any illegal activities. The building may not be used for garage sales or similar events involving the sale or display of furniture or large items.

RENTER WILL BE HELD LIABLE FOR ANY DAMAGE TO THE BUILDING OR ITS CONTENTS.

The key must be picked up at City Hall during regular business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.). For weekend events, the key must be picked up on the Friday prior. It is the renter's responsibility to pick up the key in advance, as staff may not be available after hours or on weekends. After the event, please return the key to the drop box located at City Hall.

RULES AND REGULATIONS

1. No smoking is allowed in the building. All cigarette butts disposed of outdoors must be collected and placed in a trash receptacle.
2. Decorations may be used; however, the renter is responsible for any damage caused to walls, ceilings, or fixtures. Any marks, residue, or damage must be cleaned or repaired, or the cost will be deducted from the security deposit.
3. All food, decorations, equipment, and personal property brought into the building by the renter, guests, or any hired vendors must be removed from the premises immediately following the event. The renter is responsible for ensuring all vendors comply. Failure to remove all items or properly clean the building will result in forfeiture of the security deposit and may result in additional charges if cleanup exceeds the deposit amount.
4. All trash, both inside and outside the building, must be picked up, bagged securely, and placed in the orange trash cart located next to the back door.
5. All equipment, tables, chairs, and other items provided by the City of Lebo must remain in the building and may not be removed from the premises without prior City approval.
6. Tables and chairs must be cleaned and returned to their original arrangement.
7. The oven and refrigerator must be emptied and left clean. Any food or items left behind will result in forfeiture of the security deposit.

Renters must vacate the building by 12:00 a.m.

The building must be cleaned by the renter immediately following the event and not the next day.

BEFORE YOU LEAVE:

- Check that the lights and water faucets are off
- Ensure toilets and urinals have been flushed and are not running
- Make sure the refrigerator doors are closed and the 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 rules will be at the discretion of the Lebo City Council.

The renter must be at least 21 years of age.

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

By signing, the renter agrees not to provide alcohol or cereal malt beverages to anyone under 21 years of age. The renter is responsible for ensuring that no alcohol or cereal malt beverages are provided to or consumed by anyone under 21 years of age. The renter acknowledges that the City is not responsible or liable for any injury, damage, or loss to persons or property arising from the use of the building or the consumption of alcoholic beverages on the premises. If alcohol is served, security must be provided at the renter's expense. The renter agrees to indemnify and hold harmless the City of Lebo from any and all claims, demands, suits, actions, or liabilities arising from the use of the building.

I have read and understand the above rules and regulations for renting the Lebo Community Building and agree to be fully responsible for any damage that occurs during the rental period.

Signature