

# CITY OF WARSAW

## FACILITY RENTAL AGREEMENT

**PAYMENT IS DUE WITH APPLICATION**

*Building and Facilities Rental Policy and Rates*

The undersigned, \_\_\_\_\_, does hereby agree to pay the rental amount of \$ \_\_\_\_\_, for the use of the (circle one) *Gym, Kitchen, Harbor-Room, Council Chambers, Conf. Room* on \_\_\_\_\_, 20\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_.

Non-profit event: \_\_\_\_\_ Yes \_\_\_\_\_ No If so, what organization: \_\_\_\_\_.

Admission fee charged: \_\_\_\_\_ Yes \_\_\_\_\_ No Size of crowd anticipated: \_\_\_\_\_

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(All information below must be given)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Contact Phone \_\_\_\_\_ Alternate Contact Phone \_\_\_\_\_

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**PLEASE READ BEFORE SIGNING**

- Section 1. Rental agreement form to be completed and RETURNED to the City Office no later than three (3) weeks prior to desired use date WITH PAYMENT.
- Section 2. Groups must agree to adhere to all City rules and policies.
- Section 3. Board of Aldermen reserves the right to cancel the reservation of a group upon giving two (2) weeks written notice to said group.
- Section 4. For full refund of rental amount, CANCELLATION must be done two (2) weeks prior to event.
- Section 5. Use of City buildings and facilities shall be restricted as follows:
- A. No foreign substances allowed on any surface of the building or facility.
  - B. Mandatory cleanup of area; return to storage location of tables, chairs, or other equipment used; depositing of trash into dumpsters and into outside dumpsters of buildings, and dust mopping of littered building floor areas.
  - C. Group using facility responsible for any damage to facility.
  - D. No group shall be allowed to reserve more than twelve (12) weekend days per year.
  - E. No individual is allowed to adjust the thermostats. You MUST request that office personnel or after hours and on weekends a police officer adjust the thermostat for your event.
  - F. The basketball goal at the West end of the gym may be raised or lowered; HOWEVER, only office personnel or after hours and on weekends a police officer may do so.
  - G. Complete description of any decoration of area or items to be placed on floor must be provided PRIOR to date of event and approved.
- Section 6. NO ALCOHOLIC BEVERAGES are allowed on ANY City property. City Code Ordinance Chapter 6700.070; G. Drinking in public places prohibited.
- Section 7. When building is rented before or after normal business hours, including weekends, renters must contact the City Police by calling the non-emergency dispatch center @ 660-438-9555, and request that the building be opened at arrival or secured upon leaving.

**SEE REVERSE SIDE FOR RENTAL FEES**

# CITY OF WARSAW

## *Building and Facilities Rental Fees (Effective June 5, 2012)*

### Community Building Gymnasium:

Family oriented, Civic Organizations

2 hours \$15.00

Group recreation,

4 hours \$25.00

Not-for-profit organizations

8 hours \$50.00

Entertainment Events

4 hours \$100.00

Plus \$25 set-up & clean-up time fee.

\$10.00 each additional hour of event

Income producing events

\$15.00 per hour

Garage sales, auctions, etc.

Maximum fee \$120.00

Previous day set up fee \$25.00

Any other gym usage

\$10.00 per hour Maximum fee \$80.00

### Meetings

Kitchen or Council Chambers

4 hours \$15.00

Kitchen usage in conjunction with rental

\$50.00 refundable cleaning deposit

### Harbor Areas:

Contact Susan Cooner at (660) 438-2312 or Tina Lomax at (660) 438-5522

### Shelter Houses/Picnic Areas:

Shelter Houses #1 and #4

\$10.00 per day

Shelter Houses #2 and #3

\$25.00 per day