



# COMMUNITY BUILDING RENTAL AGREEMENT

Payment is due with Application. Must be 18 yrs or older.

Select one:

	Facility Requested:	Hourly Rate or →	24 Hr Calendar Date Rate	Capacity
<input type="checkbox"/>	Harbor Room	\$10.00 per hour	\$75.00 max / 24 hr	60 max
<input type="checkbox"/>	Comm. Bldg. / Gym	\$20.00 per hour	\$200.00 max / 24 hr	400 max
<input type="checkbox"/>	Comm. Bldg. / Gym / Kitchen	\$25.00 per hour	\$250.00 max / 24 hr	400 max

Example: Harbor Room Rental for 8 hrs = \$80.00 but if you rent for a full day (24 hrs) = \$75.00

## USER INFORMATION: Complete steps: 1-11

\* All Events must be scheduled with the City Office. Please call or come by to ensure date is available before completing form.

- Name or Organization seeking to use facility: \_\_\_\_\_.
- Contact Phone#: \_\_\_\_\_ Phone 2# \_\_\_\_\_.
- Description of Event: \_\_\_\_\_.
- Estimated Attendance: \_\_\_\_\_.
- Do you have Tables? Yes / No / n/a.....if No, how many do you request? \_\_\_\_\_.
- 6. ARE YOU NEEDING THE FOLLOWING? GYM ONLY**
  - Basketball Nets: Up / Down / n/a
  - Sound System: Yes / No / n/a
  - Bleachers? In / Out / n/a
  - Other: Special Request: \_\_\_\_\_.

## EVENT DURATION: Please include Set-up, Clean-up & Tear-down

- Event **START DATE**: \_\_\_\_/\_\_\_\_/\_\_\_\_      Event **STOP DATE**: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Event **START TIME**: \_\_\_\_\_ A.M / P.M      Event **END TIME**: \_\_\_\_\_ A.M / P.M.
- EVENT TOTAL HOURS: \_\_\_\_\_ *(MUST Include: Set-up, Clean up & Tear down)*

**Continue to pg. 2 "Facility Rules" Acknowledgement & Signature pg.**

### For Office Personnel Only: Fill in A-E.

- Total Hours..... (#8 above)
- Facility Fee Rate per hour....\$ \_\_\_\_\_ *Or 24 hrs at \$:* \_\_\_\_\_.
- Total Amount Paid (A x B).....\$ \_\_\_\_\_.
- Payment Form: Cash, Check, Money Order, Debit/Credit (circle one)
- Receipt # \_\_\_\_\_ Staff Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

EVENT ON CALENDAR: Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

Called Customer to P/U Key for event: Staff Initials \_\_\_\_\_ Date: \_\_\_\_\_

**10. "USER" PLEASE READ AND INITIAL ALL RULES:****Use of City buildings and facilities shall be restricted as follows:**

\_\_\_\_\_ I, (User of Facility) agree to adhere to all City rules, posted rules & signage rules within the Community Building.

\_\_\_\_\_ I, (User of Facility) is responsible for the return of the Community Building Entry Key.

***Return key to the lower level drop box promptly after your event!!***

***Drop box is located next to entry door-lower parking lot area.***

\_\_\_\_\_ In case of an Emergency, the City of Warsaw reserves the right to cancel the reservation(s).

\_\_\_\_\_ NO ALCOHOLIC BEVERAGES or CONSUMPTION OF ALCOHOL IS ALLOWED ON ANY CITY PROPERTY unless approved by the City Council Board. City Code Ordinance Chapter 6700.070 drinking in public places is prohibited. City Council Board Meetings are held twice a month.

\_\_\_\_\_ Public Wi-Fi is not available.

**Set up, Clean up & Decorations:**

\_\_\_\_\_ User shall NOT drive or permit nails, hooks, tacks, screws, poles, stakes or other fasteners into any part of the facility and shall NOT make or allow any alterations of any of the facility rooms, facility grounds, and surrounding property.

\_\_\_\_\_ User may only use "**Painter's Tape**" on Floors, Basketball Court, and Walls, etc. Other Tape types must be approved!!

\_\_\_\_\_ \*User shall be responsible for all cleanup of the facility, including adjacent grounds at the end of rental by picking up generated trash, bagging trash, and disposing of all trash/ bags to the outside dumpster.

\_\_\_\_\_ \*User shall set up and return all tables & chairs to their storage location and any other equipment.

\_\_\_\_\_ User is responsible for any damage to the facility and or to its contents during use. In the event damage occurs or excessive cleaning is necessary, user shall be charged for any and all janitorial fees or repair fees incurred.

**Liability:**

\_\_\_\_\_ User understands that by signing this agreement, the City of Warsaw is not responsible for any injuries or accidents sustained at the Community Building and User assumes the risk of any accident or injury sustained at the Community Building. In addition, the City is not responsible for any lost or stolen items which are reportedly lost or stolen during User's rental of the building.

\_\_\_\_\_ The person signing this agreement and the Organization on whose behalf the Facility Use is being made (Collectivity the "User") are responsible for the compliance with this agreement. The User representative is required to read and sign the full Rental Agreement.

**11. I, "User" HAVE READ ALL OF THE ABOVE AND CONSENT TO ALL THE RULES & LIABILITY ITEMS**

Date:	Print Name:	Signature:
ADDRESS:		
CONTACT PHONE: ( )		ALTERNATE PHONE: ( )
E-MAIL ADDRESS:		

***Thank you for renting our Community Building Facilities. We hope your event is successful and rewarding.***