



201 W. Main St. • P.O. Box 68 • Warsaw, MO 65355  
 Phone: (660) 438-5522; Fax: (660) 438-7142  
 welcometowarsaw.com

## COMMUNITY BUILDING RENTAL AGREEMENT/APPLICATION

*All Events must be scheduled with the City Office. Please call or come by to ensure date is available before completing form. Payment is due with Application. Must be 18 yrs. or older.  
 NO REFUNDS...reschedules only!*

**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/RENTAL AGREEMENT

Name/Organization seeking to use facility: \_\_\_\_\_

Phone#: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Do you have Tables? Yes / No / n/a.....if No, how many do you request? \_\_\_\_\_

**GYM ONLY: ARE YOU NEEDING THE FOLLOWING?**

Basketball Nets: Up / Down

Sound System: Yes / No /

Bleachers? In / Out /

Other: \_\_\_\_\_

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 BACK PAGE**

**PLEASE READ AND CHECK ALL RULES:**

Use of City buildings and facilities shall be restricted as follows:

- \_\_\_\_\_ I, the undersigned, agree to adhere to all City rules, posted rules, and signage rules within the Community building.
- \_\_\_\_\_ I, the undersigned, am responsible for the return of the Community Building Entry Key.  
*Return key to drop box on corner of City of Warsaw Office Building – 201 W. Main St.*
- \_\_\_\_\_ In case of an emergency, the City of Warsaw reserves the right to cancel the \ reservation.
- \_\_\_\_\_ 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, and 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, grounds, and surrounding property.
- \_\_\_\_\_ User may only use “painter’s tape” on floors, basketball court, walls, etc. Other tape types must be approved!
- \_\_\_\_\_ User is responsible for all clean-up 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 and chairs to their storage locations, as well as 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:**

- \_\_\_\_\_ I, the undersigned, understand that by signing this agreement, the City of Warsaw is not responsible for any injuries or accidents 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 the user’s rental of the building.
- \_\_\_\_\_ I, the undersigned, accept the terms and conditions of this agreement/application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

OFFICE STAFF:	
Received By: _____	Date: _____
Total Hours: _____	Amount Received: \$ _____
Rate per Hour: \$ _____	CASH    CHECK _____    CARD