**OSKALOOSA CITY HALL**

**RENTAL FEES AND REQUIREMENTS AGREEMENT**

**212 W. Washington Street, Oskaloosa, KS 66066 \* (785) 863-2651**

**FEES:**

**$80.00 for four hour minimum rental**

**$120.00 for six hour rental**

**$150.00 for all day rental**

**Non-Profit: Free rental with proof of 501 (c)3 status**

**DEPOSIT REQUIREMENTS:**

**Deposits are due at the time of the booking. A deposit of $150.00 is due with all rentals, including non-profit organizations. If alcohol and/or cereal malt beverages will be present at the event, a deposit of $350.00 must be provided. The deposit must be made as a separate payment from the rental fee. As long as all terms of this agreement are met and there is no damage to the property or additional cleanup necessary, the deposit will be refunded to the renter following the rental event. The renting party shall be responsible for damages, including those in excess of the deposit.**

**RENTAL CLEANING REQUIREMENTS:**

1. **All tables and chairs wiped clean from spills**
2. **All tables and chairs put away in the storage closet.**
3. **All floors swept and mopped clean of any spills.**
4. **All party decorations removed from tables, floors, walls and ceilings and placed in the trash containers. (Decorations are allowed in community room only with masking tape or painters tape only. No scotch tape, duct tape, staples, nails, push pins, command strips, etc. Doing so will forfeit your deposit)**
5. **All trash containers emptied and trash placed in outside poly carts. New bags placed in trash containers.**
6. **No trash left on the outside of the building, including cigarette butts.**
7. **All lights and ceiling fans turned off.**
8. **All doors locked.**
9. **Key returned to the City in the Drop Box located on the front of the building.**

**The Oskaloosa Police Department and City Clerk's Office are OFF LIMITS. These spaces will be locked to the general public, however, it should be noted they are not for your use during your rental. City staff may come in and out of their offices during your rental event.**

**Please note that rentals during the day during regular City Hall office hours, renters are requested to park on the East or West side of the building and use the West entrance. No parking is allowed in the designated employee or police areas.**

**The City of Oskaloosa is not responsible for accidents which occur while the building is rented.**

**The City of Oskaloosa has the right to refuse rental to any and all persons requesting rental of the City Hall building located at 212 W. Washington Street, Oskaloosa, KS 66066.**

***In case of emergency dial 911.***

***In case of non-emergency assistance please contact Patty Hamm at (785) 215-3769.***

**ALCOHOLIC BEVERAGES AND CEREAL MALT BEVERAGES**

**Renter must specify below if alcohol and/or cereal malt beverages will be present during the rental. By signing this Agreement you agree that should you fail to specify that such drinks will be present at your event (and pay the corresponding $350.00 deposit) and it is determined that such items were present, you automatically forfeit your deposit and will not be allowed to re-rent the building in the future. As your deposit is treated as a penalty, you will still be responsible for any and all costs of cleanup and/or damages that your deposit would have otherwise covered. Any and all alcohol and/or cereal malt beverages must stay within the building.**

**Alcohol/Cereal Malt Beverage: WILL or WILL NOT be present at my event:**

 **(circle one) (Initials)**

**Renter Information:**

**Name:**

**Address:**

**Cell Phone**

**EVENT:**

**Rental Date**

**Rental Time (set up through clean up)**

**Rental Fee is due when the key is picked up at the City Clerk's office one business day (Monday through Friday) before the desired rental date no later than 3pm.**

**By signing this agreement you do hereby agree to follow the terms and conditions listed in this agreement and understand all damages are at your own expense; that your deposit may be used to cover extraordinary costs for cleanup and/or damage.**

**Renter's Signature Date Signed**

**If you fail to pick up the keys during regular business hours, a $60.00 call out charge will be required prior to receiving the keys.**

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**Staff Use Only:**

**Deposit Paid $ (check #\_\_\_\_\_\_ / cash / card)**

**Fee Paid $ (check #\_\_\_\_\_\_ / cash / card)**

**Deposit Returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_**