



## City Hall – Eller Room Rental Agreement

Event Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Type: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Renter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### NOTES

Rental fee is a non-refundable **\$100**. Payments should be made to **City of Rolla**. Cash, check, and money order will be accepted.

### CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone’s safety and keeping the **City Hall – Eller Room** a well maintained and safe location for future use.

Renter is required to clean up after use, which includes: garbage removal, sweeping of the floors, cleaning tabletops, replacing furniture to original position, wiping counter & sinks in kitchenette area, and removal of personal items. **Cleaning info/checklist is located above the kitchen sink.**

If event is outside of office hours, renter will either be let in by a Rolla City Police Officer or will be given a key to the entrance of City Hall and will be required to lock up after event. Renter must then place the key in the **drop box** located in the **main entrance**.

### CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within **20 feet** of the building at any time during or after the event. Consumption or possession of alcohol use is **prohibited** on city property. Any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of City of Rolla staff and Rolla City Police Officers shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases refunds of the event costs will not be available.

**Acknowledged, Agreed, and Authorized by Primary Contact/Renter:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_