



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 table-tops, replacing furniture to original position, wiping counters in kitchenette area, and removal of personal items. **No products are to be used on any of the walls.** Example tacks, tape, glue, putty, etc. **Cleaning supplies are located under the kitchen sink and the broom is on the side of the refrigerator.**

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: _____



ELLER ROOM RENTAL CLEAN UP TO-DO LIST

- Cleaning supplies and garbage bags are located under the kitchen sink or in closet
- Clean table-tops
- Wipe down counters in kitchenette area
- All garbage must be taken out to dumpster behind the building
- Sweep the floors
- Put tables and chairs back in their original place
- Remove any personal items
- Turn off lights

Thank you, City of Rolla