OSKALOOSA CITY HALL

RENTAL FEES AND REQUIREMENTS AGREEMENT

212 W. Washington Street, Oskaloosa, KS 66066

(785) 863-2651

FEES:

$10.00 per hour rental with two hour minimum and five hour maximum

$100.00 for rental of six hours or more

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

DEPOSIT REQUIREMENTS:

A deposit of $100.00 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 within ten days of the date of rental. The renting party shall be responsible for damages, including those in excess of the deposit.

RENTAL CLEANING REQUIREMENTS:

Community Room

1. All floors swept and mopped clean.
2. All tables and chairs wiped down and cleaned from spills. All tables and chairs placed back into storage closet. (Do NOT drag tables and chairs across the floor. Please pick them up to move them to their location.)
3. 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, etc.)
4. All trash containers emptied and bags placed in outside dumpster. New bags placed in trash containers.

Kitchen

1. All floors swept and mopped clean.
2. All counters wiped down and cleaned from spills.
3. All appliances washed and cleaned from spills (oven, microwaves and refrigerator).
4. All items cleaned out of refrigerator.
5. All trash containers emptied and bags placed in outside dumpster. New bags placed in trash containers.

Bathrooms

1. All floors swept and mopped clean.
2. All counters wiped down and cleaned from spills.
3. All toilets and urinals flushed
4. All trash containers emptied, if necessary, and bags placed in outside dumpster. New bags placed in trash containers.

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Hallway

1. All floors swept and mopped clean.

General

1. All lights and ceiling fans turned off.
2. All doors locked.
3. No trash left on the outside of the building, including cigarette butts.
4. Key returned to the City in the Drop Box located on the front of the building.

GENERAL RENTAL NOTES:

This is a new building that we are so very proud to have available for our community's use. Please respect it and take care of it. We hope to keep it in this pristine condition for quite some time. The expense to make repairs will far outweigh the cost for your use of the building. Damage to the building may prevent you from being able to use the building in the future.

All cleaning supplies are located in the kitchen area and janitor closet. Please return them to this location when finished.

An adult, age 18 or above, must be present at all times. Children should not be left unattended and unsupervised.

Repeat renters will be determined on a case-by-case basis as availability allows.

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.

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.

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I, (print name of renter), do hereby agree to follow the terms and conditions listed in this agreement. I understand all damages are at my own expense, that my deposit can and will be setoff to cover extraordinary costs for cleanup and/or damage and the City is not responsible for accidents.

Renter Information:

Name:

Address:

Cell Phone

EVENT:

Rental Date

Rental Time (set up through clean up)

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

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

Alcohol/Cereal Malt Beverage: WILL or WILL NOT be present at my event. (­\_\_\_\_\_ initials)

Deposits are due to hold the date of your event.

Fees and signed agreement are due when the key is picked up at the City Clerk's office one business day (Monday through Friday) before the desired rental date.

Renter's Signature Date Signed

City Staff Signature Date Signed

\*\*\*Please note that rentals during the day during regular City Hall office hours, renters are requested to use to the door on the west side of the building.