



City of Carbondale
234 Main Street
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Carbondale, Kansas 66414
Phone: 785-836-7108
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Email: cityhall@carbondaeks.com
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City Hall Community Room Rental Agreement

Name of User or Organization: _____

Event Type: _____

Date of Rental: _____ Time Period of Rental: _____

General: This agreement is between the City of Carbondale, Kansas, ("City") and ("User") for the use of the Community Room at the date and times set out above. The use of the kitchen is included in this agreement. Utensils, plateware, drinkware, cookware and ice are not included in this rental agreement.

Charges: The rental fee is \$25.00 plus a security deposit of \$75.00. The security deposit will be withheld in full and payment for any additional damages and/or smoking upon the premises will be the User's additional responsibility. Upon written request to the Governing Body for good cause shown, the rental charge, and/or the security deposit may be waived.

Cleaning: The User is responsible for the cleaning up of all areas of the Community Room, kitchen, hallway and rest rooms used after the function has ended. The cleaning must occur before vacating the building at the end of the rental period, unless other arrangements have been made.

The security deposit will be returned only after the building and its contents and grounds have been inspected by a City Representative. If any additional cleaning, repair, failure to return the key, or replacement of City Hall property is required, the entire security deposit will be withheld. If the security deposit will not cover the additional work or costs involved, the User remains responsible for any additional expenses.

The City Hall is a non-smoking facility. If any evidence of smoking is found in the Community Room, kitchen, hallway or restrooms, the security deposit will be withheld in full and payment for any additional damages will be the User's responsibility. Do not tape or staple anything on to the ceiling, walls, trim or furniture. Do not lift ceiling tiles to hang decorations. No alcoholic beverages are to be served or consumed in or on City Property. Initial Here

I [we] agree to indemnify and hold harmless the City of Carbondale against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above rental contract with the City, or while in or about the City buildings or premises, or arising from accident or any injury not caused by an act of the City, its agents or employees, to anyone attending the event for which I [we] have rented the Community Room [and kitchen/grounds] or arising from liens or claims resulting from the performance of this contract.

Name of User or Organization: _____

If the user is an organization or group, print the name of the party authorized to represent the organization.

Representative's name and title: _____

Address: _____ Phone#: _____

Signature of User: _____ Date: _____

Signature of Authorized Representative of the City of Carbondale: _____

Date Approved: _____ Date Denied: _____

Community Room Check List

	Yes	No
City Hall Key Returned	<input type="checkbox"/>	<input type="checkbox"/>
Trash Placed in Outside Bins	<input type="checkbox"/>	<input type="checkbox"/>
Floors Swept/Mopped	<input type="checkbox"/>	<input type="checkbox"/>
Counters Cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms in working order	<input type="checkbox"/>	<input type="checkbox"/>
Damage to any City Property	<input type="checkbox"/>	<input type="checkbox"/>
Missing City Property	<input type="checkbox"/>	<input type="checkbox"/>
Holes or Tape on walls	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Smoking	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Alcohol Consumption	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Deposit Withheld: Yes No Payment Type: Cash Check Card

Date Reviewed: _____ Reviewed by: _____