

CITY OF CARBONDALE, KANSAS

RENTAL AGREEMENT FOR USE OF COMMUNITY ROOM IN CITY HALL

Name of User: _____

If user is an organization or a group, enter the name the person authorized to represent the organization:

Representative's name and title: _____

Address _____ phone number _____

Date of rental: _____ Time Period of rental: _____

Type of event for which rental is requested: _____

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/ is not** included in this agreement. **The City Hall is a non-smoking facility.**

Charges: The rental charge will be \$ **25.00**. A security deposit of \$ **75.00** is also required. 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 ends. 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 or repair or replacement of City Hall property is required, the appropriate amount will be withheld from the security deposit. If the security deposit will not cover the additional work or costs involved, then renter remains responsible for the additional expenses.

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 or for failure to return the key 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 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 City, or while in or about the City buildings or premises, or arising from accident or any injury not caused by an act of 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.

Date: _____

Signature of User: _____

If user is an organization or a group, enter the name the person authorized to represent the organization:

Representative's signature and title: _____

Signature of Authorized Representative of the City of Carbondale: _____

Date Approved: _____ Date Disapproved: _____