

Udall Community Building
102 E 1st St
Udall, KS 67146

BUILDING RENTAL/USE REQUEST

GRANTING OF PERMISSION TO USE THE COMMUNITY BUILDING DOES NOT IN ANYWAY CONSTITUTE AN ENDORSEMENT OF AN INDIVIDUAL'S OR GROUP'S PARTICULAR BELIEFS OR PURPOSES BY THE UDALL COMMUNITY BUILDING BOARD.

For consideration of requests for use of the Community Building, this form must be completed in its entirety and returned to the City Office as soon as possible.

All payments shall be received when request is made.

All checks are payable to "Udall Community Building".

RESERVATION WILL NOT BE CONFIRMED UNTIL FORMS AND PAYMENTS ARE RECEIVED

Deposit Paid	_____
Rental Paid	_____
Deposit Returned	_____

TODAY'S DATE: _____

RENTER INFORMATION: (PLEASE PRINT CLEARLY)

Organization: _____

Individual Contact Person: _____

Email Address: _____

Street: _____

Home/Cell Phone: _____

Town: _____ State: _____ Zip: _____ Business Phone: _____ Fax: _____

EVENT INFORMATION:

Day & Date requested: _____

Second Choice: _____

Type of Event: _____

Total Expected Attendance: _____

Request Rental of: **Martin Room:** _____ **Large Room:** _____ **Large Room & Kitchen** _____
Kitchen: _____ **Entire Facility:** _____ **Dance:** _____

Time of Rental (**Including Set up/Clean Up**): **From:** _____ **To:** _____

Are you Charging any fees for any aspect of you Activity? Yes: _____ No: _____

If yes, please explain (including fee): _____

FOOD:

Do you intend to serve food? Yes: _____ No: _____

UDALL COMMUNITY BUILDING

FACILITY RENTAL RATE INFORMATION

East Room (Great Hall) Rental daily fee:

Udall Residents	\$ 25.00
Non- Residents	\$ 50.00
Udall Res. w/kitchen	\$ 50.00
Non-Res. w/kitchen	\$100.00

Refundable Damage Deposit:

\$100.00

Club Room (Martin Room) Rental daily fee:

Udall Residents	\$25.00
Non-Residents	\$50.00

Refundable Damage Deposit:

\$100.00

(Note: Each day used prior to event that building is occupied by renter for set-up, decorating, etc. shall be charged at the rates listed above for daily use)

*ANY REDUCTION IN RENTAL FEES PAID BY NON-PROFIT ORGANIZATIONS WILL BE LEFT TO THE SOLE DISCRETION OF THE UDALL COMMUNITY BUILDING BOARD, USE OF FACILITY EQUIPMENT AND RESOURCES OR IN CONSIDERATION OF THE PURPOSE OF THE EVENT/FUNCTION FOR WHICH USE IS BEING REQUESTED.

Udall Community Building
102 E 1st St
Udall, Ks 67146

GENERAL TERMS & CONDITIONS: PLEASE READ BEFORE SIGNING BELOW

1. **Smoking, alcohol, and illegal drugs of any kind are prohibited in all areas of the facility.**
2. **Duct tape, Adhesive of any kind, tape, tacks, nails, screws, staples or displaying items on any painted surface, door frames, metal roll up door (between kitchen and large room), tables, chairs, windows, floors, ceiling, light fixtures or mount anything, anywhere in the building IS NOT ALLOWED. Only free-standing decorations are permitted. VIOLATION WILL RESULT IN FORFEITURE OF DAMAGE DEPOSIT.**
3. **Tables in the building should be used wisely. Never move tables with items on them or allow people to sit on them at any time. All table & chairs should be wiped down after using them and replaced into the proper storage rack and returned to the storage area.**
DO NOT USE TAPE OR ADHESIVE OF ANY KIND ON TABLES OR CHAIRS.
4. Children accompanying adults must be supervised at all times.
5. Lessee is responsible for complete clean up and disposal of trash. All trash to be removed to outdoor receptacles. Replace liners in all trash containers in building. **All bottles and cans are to be removed from property by lessee.** A disposal fee of \$25.00 may be applied if necessary.
6. All food and drink shall be confined to the large room. **(No food or drinks allowed in the Martin Room.)**
7. The Udall Community Building Board (UCBB) reserves the right to decline rental of the facility, rescind a rental contract, or require a larger cash deposit as a prerequisite to rental.
8. The Lessee agrees to assume and be responsible for any expense(s) incurred for Damage(s) to the premises or Community Building Property resulting from Lessee's Use.
9. The Udall Community Building Board (UCBB) is not responsible for damages or claims of any kind, whether to persons or property arising from an incident during occupancy of the building and/or its property. The User agrees to indemnify and hold harmless the Udall Community Building Board (UCBB) or its Board from all such damages and claims of every kind.
10. The Udall Community Building Board (UCBB) does not accept responsibility for lessor theft of articles belonging to Lessee or any member of his party, or injury or accident to any said

person on the grounds of or in the facility and is absolved by Lessee of any and all liability, which may result thereof.

11. **There will be no shared leasing of the building or sub-leasing of the building.**
12. **All events must conclude by 12:00 midnight, UNLESS APPROVED BY THE BOARD.**
13. **A post rental inspection will be performed and if any of the above guidelines are found to be violated you will forfeit your damage deposit and may be charged with paying for any necessary repairs or additional cleaning to the building. This includes damage to doors, walls, tables, counter, appliances, supplies, bathrooms, etc. This also includes removal of pots, pans, silverware, scissors, knives, dish towels, etc. that are the building for the lessee's use.**
14. **User agrees to reimburse the Udall Community Building Board (UCBB) the cost of repair or replacement for any damage to any property, real or personal property of the Udall Community Building Board (UCBB) and/or its property, caused by any person attending the function for which the building and/or its property was used.**
15. **User shall not admit to the Community Building and/or its property a larger number of persons than that can safely and freely move about in the building. In addition, User shall take reasonable precautions to prevent unauthorized persons from entering and/or occupying the premises. **The number of people that can be in building is 200.****
16. **User agrees that no unlawful use shall be made of the building and/or its property, and user agrees to comply with the rules and regulations of the City of Udall. **No illegal drugs of any kind shall be allowed in the community building or on its property. Smoking of any kind shall not be allowed in the building.****
17. **Lessee will not be allowed to store any items in the building. Your items must be removed ASAP. All items left in the building will be removed and disposed of.**
18. **Failure to leave the building as it was found, may result in loss of your deposit and may hinder your change of any future rentals. Please be a responsible renter.**

In requesting the use of the Udall Community Building, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

Signed: _____ Date: _____

RENTAL CHECK LIST (UPDATED 03-01-18)

THIS BUILDING IS TO BE LEFT IN AS YOU FOUND IT OR BETTER!

GUIDELINES FOR ALL ROOMS: Great Hall, Kitchen, foyer, bathroom, air lock and Martin room

TABLES & CHAIRS: WIPED OFF and returned to carts and replaced in storage room

Floors: **SWEEP/DUST/CLEAN/& MOP ALL FLOORS THAT NEED IT**

Remove all trash: **EMPTY ALL TRASH CANS & REPLACE LINERS** (under NE counter in kitchen)

In addition to the above please be sure that you:

1. BATHROOMS: **FLUSH** all stools in addition to the above list

2. KITCHEN:

- 1. Clean your stuff out of refrigerators/freezers/microwaves/stove spills on top and in oven.**
- 2. Wipe off all counter tops and check the fronts of all cabinets to be sure there are no spills on the fronts.**
- 3. CHECK THAT STOVES & OVENS ARE OFF**
- 4. If you use appliances and utensils be sure they are cleaned and returned to there storage locations.**
- 5. Wet linen/wash clothes placed on drying rack between refrigerator and freezer. DO NOT REMOVE LINENS FROM BUILDING**
- 6. DO NOT REMOVE anything that belongs to the community building from the building.**

REMOVE: PERSONAL items/FOOD, SUPPLIES ETC. from building when you leave.

THERMOSTATS: Set to proper settings Summer 80° Winter 62° **FAN SHOULD BE ON AUTO**

DOORS: EXIT DOORS SHUT & LOCKED,

LIGHTS – OFF

OUTSIDE areas used – checked and trash picked up

KEYS: RETURNED PER CONTRACT

RENTERS THAT FAIL TO COMPLETE ANY PART OF THIS CHECK LIST CAN/WILL RESULT IN THE LOSS OF THE DAMAGE DEPOSIT.

PLEASE NOTE: Any building problems (water leaks, broken items, damage to the building, or other problems with the building) should be brought to our attention ASAP. Please call 316-259-3390 if you need to contact someone. **PLEASE LEAVE THIS FORM IN THE BUILDING ON THE KITCHEN CABINET.**

Please use the back of this form to report any problems, or comments.

Sign _____

Phone # _____

Date _____