

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 requested.

All checks are payable to "***Udall Community Building***".

Deposit Paid	_____
Rental Paid	_____
Deposit Returned	_____

RESERVATION WILL NOT BE CONFIRMED UNTIL FORMS AND PAYMENTS ARE RECEIVED

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: _____

GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW

1. Smoking is prohibited in all areas of the facility.
2. Children accompanying adults must be supervised at all times.
3. Lessee is responsible for complete clean up and disposal of trash. All trash to be removed to outdoor receptacles. *All bottles and cans are to be removed from property by lessee.* A disposal fee of \$25 may be applied if necessary.
4. All food and drink shall be confined to the large room. (***No food allowed in the Martin Room.***)

5. The Udall Community Building Board reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as a prerequisite to rental.
6. 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.
7. The Udall Community Building Board 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 all liability, which may result thereof.
8. Taping, mounting or displaying items on any painted surface is not allowed.
9. Any items/supplies brought into the facility or placed on the property must leave within 24 hours of the conclusion of the Lessee's event. Items remaining after 24 hours may be disposed of as abandoned property.
10. All events must conclude by 12:00 midnight.
11. Only freestanding decorations are permitted. **DO NOT AFFIX ANY ITEMS TO THE CEILING, DOOR, COLUMNS, WALLS, LIGHT FIXTURES, OR WINDOWS.** Tacks, nails, tape and staples are prohibited everywhere. *Violation will result in forfeiture of damage deposit.*
12. The building should be left, in as much as possible, as it was found.
13. 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.
14. If you have a dance, the janitor requests that chairs be replaced in the racks but that the folding tables be cleaned before being put away. All trash, bottles, cans, etc. should be taken to the dumpster. Failure to leave the building as it was found, may result in loss of your deposit and may hinder your chance of any future rentals. Please be a responsible renter.
15. Please do not use duct tape or adhesive of any kind on the tile floors.
16. 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.
17. The Udall Community Building Board 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 or its Board Members from all such damages and claims of every kind.
18. User agrees to reimburse the Udall Community Building Board the cost of repair or replacement for any damage to any property, real or personal of the Udall Community Building Board and/or its property, caused by any person attending the function for which the building and/or its property was used.
19. User shall not admit to the Community Building and/or its property a larger number of persons 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.
20. 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.***

In requesting the use of 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: _____

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.

Rental check list

Great Hall

- Table and Chairs returned to carts and moved to storage room
- Floors: Clean / Spot Mop any spills
- Sweep / Dust Mop room
- Remove all trash / empty trash cans

Foyer

- Table and Chairs returned to carts and moved to storage room
- Floors: Clean / Spot Mop any spills
- Sweep / Dust Mop room

Restrooms

- Floors: Clean / Spot Mop any spills
- Sweep / Dust Mop room
- Remove all trash / empty trash cans

Air lock

- Floors: Clean / Spot Mop any spills
- Sweep / Dust Mop room

Martin Room

- leave 1 round table and 8 chairs set up in this room
- Remove all trash
- Sweep as needed (sweeper located in foyer closet)

Kitchen

- Floors: Clean / Spot Mop any spills
- Sweep / Dust Mop room
- Counters wiped down
- Small appliance and utensils cleaned and returned to there storage location
- Check and clean spills in fridges and stove tops
- Wet linen / wash clothes placed on drying rack between fridge and freezer

Personal items removed from building

Thermostats set to proper settings

Summer	80 deg	foyer		Winter	62 deg	foyer	
		main hall				main hall	

Doors, all exit doors shut and locked , Lights off

Outside areas used, checked and picked up

Keys returned per contract

Sign _____ Date _____

Renters that fail to complete any part of this check list, can / will result in the loss of the damage deposit