

## COMMUNITY BUILDING RENTAL/USE REQUEST

GRANTING OF PERMISSION TO USE THE COMMUNITY BUILDING DOES NOT IN ANY WAY CONSTITUTE  
AN ENDORSEMENT OF AN INDIVIDUAL'S OR GROUP'S PARTICULAR BELIEFS OR PURPOSES BY  
THE CITY OF CALDWELL, KANSAS

This form must be completed in its entirety and returned to the City Office before your event.

All payments and deposits shall be received at least 10 business days before the event. For ease of return, the deposits may be remitted in a separate check from the rental fee. Upon review of the facilities at the conclusion of your event, your deposit check can be returned directly to you. If you prefer to remit all fees in one form of payment, your deposit will be issued on either the first or third Wednesday of the month. Please make all checks payable to "The City of Caldwell".

A/V System includes the following: Sound system, two portable microphones, overhead projector with S Video cable connection, & projection screen.

### FACILITY RENTAL RATE INFORMATION EFFECTIVE January 1<sup>st</sup>, 2015

West Room Rental Fee:  
(includes use of Kitchen)

DAILY: Caldwell Residents	\$60.00	Building Deposit:	\$50.00
Non-Residents	\$75.00		\$50.00
½ DAY: Caldwell Residents	\$30.00		\$50.00
Non-Residents	\$37.50		\$50.00

Entire Building Rental Fee (excluding dances):

DAILY: Caldwell Residents	\$160.00	Building Deposit:	\$50.00	A/V Deposit:	\$100.00
Non-Residents	\$175.00		\$50.00		\$100.00
½ DAY: Caldwell Residents	\$80.00		\$50.00		\$100.00
Non-Residents	\$87.50		\$50.00		\$100.00

Entire Building Rental for a Dance:

Caldwell Residents	\$250.00	Building Deposit:	\$100.00	A/V Deposit:	\$100.00
Non-Residents	\$275.00		\$100.00		\$100.00

\*\*Note\*\*

*Rental for dance/wedding reception will include ½ day before and after the event to be used for set-up and tear down. Each day in addition, used prior to event, that the building is occupied by renter for set-up, decorating, etc. shall be charged at the rates listed above for use.*

**TODAY'S DATE:** \_\_\_\_\_

**RENTER INFORMATION: (PLEASE PRINT CLEARLY)**

Organization: \_\_\_\_\_

Individual/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**EVENT INFORMATION:**

Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Request for Rental of: Small Room only: \_\_\_\_\_ Kitchen: \_\_\_\_\_ Large Room only: \_\_\_\_\_  
Entire Facility: \_\_\_\_\_ Dance: \_\_\_\_\_ A/V System: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_

Time of Rental (\*\*Including Set up/Clean up\*\*):

Date: \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Are you charging fees for any aspect of your Activity? Yes  No

If YES, please explain (including fee):  
\_\_\_\_\_

**FOOD:**

Do you intend to serve food? Yes  No

**ALCOHOLIC BEVERAGE USE:**

Are you requesting permission for alcoholic beverage use? Yes  No

Type of Alcohol: Beer  Wine  Liquor

How Dispensed: Open Bar  BYOB

**ALCOHOL CONSUMPTION EXEMPTION:**

**\*COMPLETE THIS FORM IF YOU ARE REQUESTING PERMISSION FOR ALCOHOLIC BEVERAGE CONSUMPTION\***

I, \_\_\_\_\_, ON BEHALF OF MYSELF/ \_\_\_\_\_ ORGANIZATION, WILL BE RENTING THE CALDWELL COMMUNITY BUILDING AND HEREBY REQUEST THE CITY COMMISSION TO ALLOW MY/OUR PRIVATE EVENT AN ALCOHOL CONSUMPTION EXEMPTION PURSUANT TO ORDINANCE NO. 1339:

EVENT DATE: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

ESTIMATED ATTENDANCE: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_

1. The use of Alcoholic beverages is prohibited in or on the premises unless expressly authorized by the City Commissioners.
2. If alcoholic beverages are permitted, use shall be confined to the Community Building and Lessee acknowledges and agrees to uphold state law in prohibiting the dispensing or serving of alcohol to any person under the age of 21 years.
3. Lessee is responsible for the removal of all alcohol beverage containers from Community Center's property at completion of event including empty bottles and cans.
4. Alcoholic beverages will *not* be sold.
5. The alcohol consumption exemption will not appear in any event advertising.

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
DATE REVIEWED

**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 \$25.00 may be applied if necessary.
4. All food and drink shall be confined to inside the Community Building.
5. The City of Caldwell reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as 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 City of Caldwell does not accept responsibility for loss or 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 be removed 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, DOORS, COLUMNS, WALLS, PARTITIONS, LIGHT FIXTURES, or WINDOWS.** Tacks, nails, tape and staples are prohibited everywhere. *Violation will result in forfeiture of damage deposit.*
12. The blue round tables should not be moved from the west side of the building and must never be drug along the tile floor. Doing so will cause damage to the floor.
13. The building should be left, in as much as possible, as it was found.
14. Tables in the building should be used wisely. Never move the tables with items on them or allow people to sit on them at any time.
15. If you have a dance, the janitor requests that chairs be replaced in the racks but that folding tables be left out so they can be cleaned before being put up. All trash, bottles, cans, etc. should be taken to the dumpster. Failure to leave the building as it was found may hinder your chance of any future rentals. Please be a responsible renter.
16. Please do not use duct tape or adhesive of any kind on the tile floors.
17. 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 to the building.
18. The City of Caldwell 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 City of Caldwell, its employees or City Commissioners from all such damages and claims of every kind.
19. User agrees to reimburse the City of Caldwell the cost of repair or replacement for any damage to any property, real or personal of the City of Caldwell and/or its property, caused by any person attending the function for which the building and/or its property was used.
20. User shall not admit 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.
21. 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 Caldwell. *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.*
22. If user decides to use the sound system, microphones, projector, screen, remote, and applicable cords, all items shall be left in the condition in which they were found. User shall pay for the replacement costs on damage or loss of these items.

In requesting the use of Caldwell 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: \_\_\_\_\_