



Santa Fe Depot Rental Policies

Rental Reservations

1. The scheduling of the Santa Fe Depot will be limited to the operating hours of City Hall.
 - a. All scheduling will be approved by the City.
2. Rental agreement:
 - a. Individuals or organizations requesting the use of the Santa Fe Depot are required to complete a facility rental agreement and pay the applicable rental fees and deposit with the City within three business days of the reservation request.
 - b. If payment is not received within this time frame the requested dates will be re-opened and made available to other renters.
3. Rental fee shall be as follows
 - a. 8:00 am to 5:00 pm- \$50 (available only on weekdays)
 - b. 6:00 pm to 12:00 pm- \$50 (available only on weekdays)
 - c. All Day 8:00 am- 12:00 pm- \$90
 - d. Earlier or later time extensions may be given for special circumstances to be approved by the City on a case-by-case basis.
4. A damage deposit of \$100 will be required. All approved uses involving cereal malt beverages or alcoholic beverages shall require a \$200 damage deposit.
5. Any renter who has requested and been approved for a temporary alcohol permit must have the approved permit on the premises during their event for verification.
6. All renters requesting use of the facility for activities involving cereal malt beverages or alcoholic beverages must include a \$25 application for a temporary alcohol permit that must be approved by the governing body.
7. The Santa Fe Depot will not be used for revenue generating events (garage sales, business sales, etc...) with the exception of special City sanctioned events and City approved special events for non-profit organizations.
8. In the event of an accident, injury or criminal action, a written report must be filed within 24 hours to the City.
9. The closing of the Santa Fe Depot due to weather will be based on the judgment of the City.

Renter's Responsibilities

1. Clean the kitchen after using and remove all food from the appliances.
 - a. You will need to provide all of your own utensils, pans, coffee makers, etc...
 - b. The kitchen facilities include: stove, refrigerator, sinks, and working table.
2. If putting up decorations, make sure not to use anything that will damage the walls, ceiling or floors making sure all decorations are taken down afterwards.
3. Table and chairs are provided. It is the renter's responsibility to set them up and make sure they are clean before putting them away.
4. Clean the floor; there are brooms, mops, vacuum, etc... provided.
5. Empty all trash containers. There is a dumpster located on the east side of the building.
6. Controls for the heat and air conditioners are located outside the kitchen. Please turn the temperature setting to: Heat- 50 degrees, Air conditioning- 70 to 75 degrees.
7. Lock all doors when leaving the building and insure that all windows are shut and locked.
8. Return the keys to City Hall no later than 10:00 am the following business day. A night deposit box is available at City Hall for your convenience.