



Community Building Rental Policy

Rental Reservations

1. The scheduling of the Community Building 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 Community Building 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. Reservations will be booked on a first come first served basis.
 - c. If payment is not received within this time frame the requested dates will be re-opened and made available to other renters.
3. Community Building hours:
 - a. 6:00 am to 12:00 midnight.
 - b. Earlier or later time extensions may be given for special circumstances to be approved by the City on a case-by-case basis.
4. Rental fee shall be \$75 per day, which includes use of kitchen facilities, except the flat top grill.
5. A deposit of \$100 will be required. All approved uses involving cereal malt beverages or alcoholic beverages shall require a \$150 deposit.
6. 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.
7. All renters requesting use of the facility for activities involving cereal malt beverages or alcoholic beverages must include a \$40 application fee for a temporary alcohol permit that must be approved by an authorized City Official.
8. The Community Building will not be used for revenue generating events (garage sales, business sales, etc...) with the exception of special City sanctioned events (Smoke in the Spring BBQ Contest and Osage County Fair).

Non-profit community organizations located within the City of Osage city, Kansas, with a current and valid Internal Revenue Code 501 (c) (3) designation or similar Federal Internal Revenue Code non-profit designation or certification may be eligible for the use of the Community Building without payment of rent. Waiver of the rental charge for other uses of the Community Building by organizations for non-profit events shall be at the discretion and decision by the City Manager. Provided that use by qualified non-profit entities or organization or by an organization for non-profit events without the payment of rent shall be limited to one weekend per month for each organization and not more than five weekends per year by an organization.
9. In the event of an accident, injury or criminal action, a written report must be filed within 24 hours to the City.
10. The closing of the Community Building due to weather will be based on the judgment of the City.

Renter's Responsibilities

1. Cleaning of the kitchen will be subject to, but not limited to the following:
 - a. Remove any items you brought from the refrigerator.
 - b. Clean kitchen facilities including sinks, cabinets, countertops, and any spills on or in the kitchen equipment such as oven, refrigerator, stovetops, microwave, etc.

- c. Please DO NOT put coffee grounds or grease in the sinks.
 - d. Be sure the refrigerator door is shut.
 - e. Wash, dry, and put away any utensils used.
2. Please make sure the bathrooms are clean and empty all trash containers.
 3. 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.
 4. 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.
 5. Please sweep all floors. Floors must be mopped during inclement weather or when serving food.
 6. All trash must be bagged up, placed in dumpster outside building, and new liners placed in trash receptacles. Empty all trash containers.
 7. Do not move the piano or allow anyone to tamper with it.
 8. Do not drive vehicles inside the building for any reason.
 9. Controls for the heat and air conditioners are located on the west wall outside the kitchen. Please turn the temperature setting to: Heat- 50 degrees, Air conditioning- 70 to 75 degrees.
 10. Lock all doors when leaving the building and ensure that all windows are shut and locked.
 11. 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.
 12. Deposit for the building will be refunded after the designated City Employee inspects the building for:
 - a. Clean Kitchen
 - b. Clean Restrooms
 - c. All tables and chairs are clean and put away
 - d. Floors are swept and mopped
 - e. Trash is removed from every trash receptacle and new liners are in place
 - f. Doors are shut and locked
 - g. Windows are shut and locked
 - h. No damage
 - i. Heat and Air is set to the required temperature (Heat = 50 degree; Air = 70-75 degrees)
 - j. Keys are returned
 13. Cancellation of the building must be made at least 2 weeks in advance. If cancelled in the allotment of time above both rent and deposit will be refunded.

Acknowledgment of Rental Policy

I, _____ (print name), acknowledge that I have received a copy of the **Community Building Rental Policy**. I have read and understand the requirements outlined in the policy and agree to comply with all rules and conditions. I understand that failure to follow these requirements may result in forfeiture of my deposit.

Signature: _____

Date: _____