



## **Santa Fe Depot Rental Policy**

### **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 period the requested dates will be re-opened and made available to other renters.
3. Santa Fe Depot Rental 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 of a case-by-case basis.
4. A deposit of \$100 will be required. All approved uses involving cereal malt beverages or alcoholic beverages shall require a \$150 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 \$40 application for a temporary alcohol permit that must be approved by an authorized city official.
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 ensure 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.
9. 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. Heat and Air is set to the required temperature (Heat = 50 degree; Air = 70-75 degrees)
  - i. No damage
  - j. Keys are returned

### **Acknowledgment of Rental Policy**

I, \_\_\_\_\_ (print name), acknowledge that I have received a copy of the **Santa Fe Depot 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:** \_\_\_\_\_