

POMONA COMMUNITY BUILDING
RENTAL AGREEMENT

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POMONA CITY HALL
219 West A Street
P.O. Box 67
Pomona, Kansas 66076

Community Building Phone 785-566-3608
City Hall Phone 785-566-3522

Today's date _____

Date of event _____

Type of event _____

Person in charge _____

RENTAL RATE	\$ 60.00
COMMERCIAL OR POLITICAL MEETING	\$160.00 FOR ALL DAY OR \$80.00 FOR 4 HOURS
DAMAGE DEPOSIT (WITHOUT ALCOHOL)	\$110.00 <u>OR</u>
DAMAGE DEPOSIT (WITH ALCOHOL)	\$310.00

The building may be rented any day of the year including holidays.

NON-PROFIT ORGANIZATIONS SUCH AS GIRL SCOUTS, BOY SCOUTS, LIONS CLUB, 4-H, SENIOR CITIZENS, VOLUNTEER FIRE DEPARTMENT, CHURCH GROUPS, ETC., MAY USE AT NO CHARGE.

BUILDING MAY NOT BE RENTED FOR GARAGE SALES, FLEA MARKETS, AUCTIONS, ETC.

Please pay rental fee and damage deposit in two separate checks – one check for rental fee and one check for damage deposit. The damage deposit check can be destroyed or returned to you following inspection of building – whichever you prefer.

Destroy_____ Return_____

The key may be picked up at City Hall during the hours of 8:00-12:00 and 1:00-5:00 the day of the event, or on Friday, during the same hours, if the event falls on the week-end. After the event, please put the key in the drop box at the drive thru on the south side of the building. Building will be checked after each rental.

Rental fee and damage deposit checks will be refunded if notified at least 14 days prior to the event. Notification must be in writing only.

RULES AND REGULATIONS

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NO SMOKING IN THE BUILDING

Private dances by invitation only.

No nails or tape on the walls.

All food and personal materials must be taken from the premises upon conclusion of event.

Equipment will not be removed from the room.

Tables and chairs must be cleaned and returned to original setting and/or storage. Do not slide chairs across floor.

Building is to be cleaned by renter when finished, **NOT THE NEXT DAY**. Bring your own dish soap, cloths, towels, trash bags, etc. Oven must be left clean.

All supplies in the kitchen are for Meals on Wheels use only.

Check restrooms, turn off all lights, close windows, and lock doors.

Any deviations from the above uses will be at the discretion of the City Council.

Renters must be out of the building by 12:00 midnight.

Building will not be rented to anyone under 21 years of age.

City of Pomona reserves the right to have a representative check the building at any time.

Renters agree that they will not provide alcohol, or cereal malt beverages, to anyone under 21 years of age. Renters also agree that the City is not responsible or liable for any damages to property or persons arising from use of the room or consumption of alcoholic beverages on the premises. Renters agree to hold the city harmless from any such damages and indemnify the City for any costs incurred there from.

I _____, the undersigned, have read the above rules and regulations for renting the Community Building in the City of Pomona, and will be personally, and fully responsible for any damages that occur.

Building will be checked after each rental.

PLEASE PRINT:

NAME _____

ADDRESS _____

PHONE _____

DRIVERS LICENSE NO _____

THANK YOU FOR YOUR HELP AND COOPERATION