

# GRAINFIELD COMMUNITY BUILDING MEETING ROOM RULES & REGULATIONS

1. The meeting room of the Grainfield Community Building is available to be rented to any club, organization, business or individual until the club, organization, business or individual fails in their responsibilities.
2. All bookings to be made with Kay Haffner, (Grainfield Community Development Committee) representative. The building will be reserved on a first come, first serve basis.
3. Make checks payable to: **GRAINFIELD COMMUNITY DEVELOPMENT COMMITTEE OR GCDC**. All damage to the building or contents will be reimbursed over and above the cost of rent, subject to approval of GCDC. It is the responsibility of the renter to inspect tables, chairs and other property prior to actual use of the building. You must report any damage found or you may be assessed for damages found later. GCDC will not be responsible for accident, theft, or personal injury.
4. Minors' activities must have adult supervision and an adult must be present during the activity, and assume the responsibility of enforcing the building rules.
5. No alcoholic beverages or cereal malt beverages consumed by minors are allowed on premises (building or grounds). Failure to comply will forfeit rent of the building, because alcoholic beverages consumed by minors are prohibited by state law.
6. Users of the building will be responsible for:
  - Sweeping floor, taking trash and general clean up.
  - Pay for any damage to building and/or equipment.
  - Make sure lights are off and **ALL** doors are locked before you leave.
  - Set the air conditioning/heating unit at 60 (winter) 80 (summer) before you leave.
7. Rent donation:

<u><b>Non-Profit</b></u>	<u><b>Individual/Organization/Club</b></u>	<u><b>Commercial</b></u>
\$0	\$50 up to 4 hours. \$100 over 4 hours	Contact 785.673.3039 for rate
8. When facility is leased, it is done with the understanding that the facility will not be altered without prior permission from GCDC. No tape, tacks, pins, command strips, etc on walls due to the damage they could cause.
9. Each group using the building is asked to make certain people do not sit on tables and to cover the tables if using items that could stain them such as markers, frosting, paint, etc.
10. THE EXERCISE FACILITY IS OFF LIMITS TO ANY INDIVIDUAL RENTING THE MEETING ROOM. THE ONLY TIME YOU ARE ALLOWED IN THERE IS TO USE THE RESTROOM.
11. Entry and exiting can be done from the back entrance (west side) only. At no time can you use the east door unless for an emergency.

## AGREEMENT

I have read the rules and regulations concerning the Grainfield Community Building Meeting Room (224 Main Street) and premises and do hereby assume full responsibility for the enforcement of all rules and regulations.

DATE OF BUILDING USE \_\_\_\_\_ PURPOSE OF RENT \_\_\_\_\_

NAME OF RESPONSIBLE PARTY & ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

Return signed form to GCDC, PO Box 25, Grainfield KS 67737  
Questions please contact Kay Haffner 785.673.3039 or Carlene Gillespie 785.673.3244.