

# POMONA COMMUNITY BUILDING RENTAL AGREEMENT

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POMONA CITY HALL  
219 Jefferson  
P.O. Box 67  
Pomona, Kansas 66076

Community Building Phone 785-566-3608  
City Hall Phone 785-566-3522  
City Hall Fax 785-566-3851

Today's date \_\_\_\_\_

Date of event \_\_\_\_\_

Type of event \_\_\_\_\_

Person in charge \_\_\_\_\_

Phone Number: \_\_\_\_\_

<u>For Office Use Only</u>  <b>Key Information</b>  Key Number: _____ Pick Up: _____ Drop Off: _____
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<u><b>Rental Fees</b></u>  ___ RENTAL RATE <span style="float: right;"><b>\$60.00</b></span>  ___ COMMERCIAL OR POLITICAL MEETING <span style="float: right;"><b>\$160.00 FOR ALL DAY OR \$80.00 FOR 4 HOURS</b></span>	___ Cash ___ Check # _____
<u><b>Deposit Fees</b></u>  ___ DAMAGE DEPOSIT (WITHOUT ALCOHOL) <span style="float: right;"><b>\$110.00</b></span>  ___ DAMAGE DEPOSIT (WITH ALCOHOL) <span style="float: right;"><b>\$310.00</b></span>	___ Cash ___ Check # _____
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 _____	

**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 USED FOR GARAGE SALES, FLEA MARKETS, AUCTIONS, ETC.**

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

The key may be picked up at City Hall during the hours of 8:00 a.m. - 5:00 p.m. 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. Deposits will not be returned should there be any damages or missing items.

# **RULES AND REGULATIONS**

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**NO SMOKING IN THE BUILDING.**

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

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

**All equipment will not be removed from the Community Room/Kitchen.**

**Tables and chairs must be cleaned and returned to original setting and/or storage. DO NOT SLIDE TABLES AND CHAIRS ACROSS THE FLOOR.**

**No nails or tape on the walls.**

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

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

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

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

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

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

**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.**

**If the building is not left clean, the charge is \$25 per hour for labor, plus the cost of any missing or damaged items. (June 7, 2005, minutes)**

**I \_\_\_\_\_ (print name), 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.**

**SIGN NAME \_\_\_\_\_**

**PRINT NAME \_\_\_\_\_**

**ADDRESS \_\_\_\_\_**

**DRIVERS LICENSE NO \_\_\_\_\_**

**This institution is an Equal Opportunity Provider.**



**THANK YOU FOR YOUR HELP AND COOPERATION**