CITY OF LAHARPE

FACILITY RENTAL AGREEMENT

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Renter or Sponsoring Entity

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_

Date and Time of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purpose of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 The Renter/Sponsor is responsible for opening and closing the facility during the stated event times. The Renter/Sponsor is responsible for making sure that the facility has been cleaned, all lights are turned off, and all doors are locked and secure before vacating the facility after the event.

 Facility keys shall be checked out from the City Clerk’s office. **The key must be returned to City Hall within 2 business days after the Event. A Lost Key Charge of $150.00 will be assessed for any key that is not timely returned.**

 All deposits will be refunded or accounted for within **5** business days after the return of the key and after the facility has been inspected for cleanliness and damages. City personnel will inspect the facility after each event. If the inspection reveals any failure to clean, damage to the facility, or damaged or missing equipment the Renter/Sponsor will be charged for the cleaning, repairs, or replacement costs.

 The facility shall be used for the stated event purposes only. The Renter/Sponsor is responsible for the conduct, activities, and actions of those attending the event. Conduct, activities, or actions of participants at an event deemed inappropriate by the City Council may result in a refusal to rent the facility to the Renter/Sponsor again. **Renter/Sponsor hereby releases the City of La Harpe from any claim arising out of Renter/Sponsor’s use of the facility.**

 **I, the undersigned, on behalf of myself / Sponsoring Entity, have read, understand, and will abide by the policies outlined in this Agreement and all other policies concerning the use of City facilities.**

**Renter/Sponsor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Effective 4/10/2019*

 *FOR OFFICE USE ONLY*

**Charges: Rental Fee $ 50.00**

 **Clean Up Deposit $ 50.00**

 **Key Deposit $ 25.00**

 **Total $ 125.00** Paid by Check Cash Date \_\_\_\_\_\_\_\_\_\_

Key return\_\_\_\_\_\_\_ Trash emptied \_\_\_\_\_\_\_ Floors Mopped \_\_\_\_\_\_\_\_\_ Kitchen in Order \_\_\_\_\_\_\_\_

Refrigerator Cleaned Out \_\_\_\_\_\_\_\_ Tables & Chairs Put Away \_\_\_\_\_\_\_\_ (fill in **Y**/**N**)

Clean-up & Key Deposit returned \_\_\_\_\_\_\_ Date Returned\_\_\_\_\_\_\_\_\_\_\_ Deposit Returned By \_\_\_\_\_\_\_\_\_\_\_

Deposit Amount Returned $\_\_\_\_\_\_\_\_\_Check #\_\_\_\_\_\_\_\_\_ Amount Withheld for Cleaning $\_\_\_\_\_\_\_\_\_\_\_\_\_

 Amount Withheld for Damages $\_\_\_\_\_\_\_\_\_\_\_\_\_