

**CONTRACT AND REGULATIONS FOR LEASE
OF
CITY OF INDIANOLA COMMUNITY BUILDING**

THE CITY OF INDIANOLA, NEBRASKA, AND _____,
as Renter, agree to the following terms and conditions relating to Renters' use of
the Indianola Community Building on _____, between the
approximate hours of _____ and _____.

RATES FOR RENTAL:

Community Room-40' x 70'

Private, social and recreational purposes, **PER DAY \$ 75.00** with \$100.00
Deposit

Private, social and recreational purposes, **event with alcohol \$110.00, (alcohol must be
removed the same day of event), with \$200.00 Deposit. Set up, tear down, days are
an additional \$50.00 PER DAY charge.**

Auctions \$50.00 **PER DAY** for set up and \$150.00 **PER DAY** of auction.

Public and private commercial purposes for profit \$150.00 **PER DAY** with \$150.00
Deposit

\$10.00 **PER DAY** to be added for use of kitchen when a meal is part of the activity.

**The above deposits are minimum deposits. The minimum deposit shall apply in all
cases. The City Office shall have the authority to set a maximum deposit at the time
of reservation.**

Kitchen

\$25.00 for use of the kitchen when a separate group is using the kitchen as a profit
making activity.

**The Kitchen is a warming kitchen, not for food preparation, and not for catering
preparation. The Kitchen is not a licensed catering kitchen. By signing this
agreement the renter understands the City of Indianola is not responsible for food
preparation and service because of the renter's event.**

Community Service Organizations

Rent paying activities will have first priority for the use of the building. For
community service organizations there will not be a charge for the use of the building,
however the building will be checked for damage after being used by your organization
and you will be responsible for charges of damage repair. **Community Service
Organizations will include: Boy Scouts, Girl Scouts, 4-H Clubs, American Legion &**

Auxiliary, Historical Society, Planning Commission, School, County, State, Federal, and Hospital for Public Service related meetings. EVEN THOUGH YOU ARE NOT PAYING RENT FOR THE USE OF THE BUILDING, YOU ARE RESPONSIBLE FOR ALL DAMAGE TO THE BUILDING AND MUST USE THE CLEANING RESPONSIBILITY CHECK LIST FOLLOWING YOUR USE OF THE BUILDING.

THE RENTER AGREES:

Deposit shall be refunded provided the following rules are followed.

1. No tape, staples, nails, pins, thumbtacks, poster putty, etc., is to be used on the **walls, or doors**, (inside or out). **Nothing** is allowed to be hung, draped, tacked, or attached, in any way, from the ceiling tiles, or ceiling grids (rails). Only hooks that have been made available on the walls can be used.
2. All chairs and tables removed from the rack by your organization must be put away. **Use two people to set tables up and take tables down. Do not grab tables at the middle because of possible damage to the edges.**
3. All floors must be swept and wet mopped - (Hall, Bathrooms, & Kitchen). **Use only hot water, NO HARSH CLEANERS. (Change water frequently) Do not throw dirty water down the sinks. Throw it outside.** Sinks and toilets must be cleaned in the bathrooms.
4. The kitchen must be completely cleaned. This includes cleaning the sinks, emptying and cleaning the refrigerators of all items brought by your group, cleaning the stoves, and the microwave (clean all spills inside the oven, and microwave when used), cleaning of counter tops, clean spills from the front of cupboards and service window, wash dishes and utensils, then put away. Take dishcloths, towels, etc. home-- wash and return to the Community Building.
5. Trash must be removed from all bathroom stalls, sink areas, and all other areas of the building. Clean spills from all trash cans (inside & out), dry, and then re-line with a new bag. Also, pick up, and bag, all trash on the premises outside the building. Place bagged trash in the dumpster in the alley behind the Community Building. Do not use the barrels; **THESE DO NOT BELONG TO THE CITY.**
6. No skate boards, roller skates (including tennis shoes with rollers), scooters, bicycles, tricycles, or motorized vehicles are allowed inside the building.
7. The renter agrees that the City of Indianola is not responsible for accidents, or for items left behind on, or in, the premises. The renter agrees that it holds the City of Indianola harmless for any and all injury to person(s) and/or property.
8. The renter agrees that all activities will cease by 1:00 A.M., except by special request, and approval of the Mayor and City Council, prior to the date of the activity.
9. The renter agrees to not allow smoking in the building during the activity.
10. The renter agrees all items listed above will be in the same condition as before his/her subsequent renting of the building, and agrees to all conditions and responsibilities listed above.
11. Prior to leaving the building, turn off all lights in all rooms. Turn air conditioners to 75 degrees in the summer and furnace to 65 degrees in the winter.

12. Renter agrees to all responsibility. The key and use of the building should not be transferred to any other individual or any other organization once said event is finished. Renter agrees to turn key directly into City Offices.

Renter

IF ALL THE ABOVE ITEMS ARE NOT COMPLETED, YOUR DEPOSIT WILL NOT BE RETURNED TO YOU.

The City of Indianola would like to thank you for using the community building, and for keeping it in its' newly renovated condition. Your rent, and donations received, helps us replace tables, chairs, paint, and making other necessary repairs to the building as needed. Your support, and respect, of the building is greatly appreciated.

Fee Paid: \$ _____ Date Paid: _____

Keys Delivered to _____ Returned _____
Date

If you have any comments that will improve the use of the community building, please write it here and give back to the City Office. It will be given to the Mayor and City Council for discussion.

CONSENT-RELEASE-HOLD HARMLESS

In consideration for my use of the premises known as the Indianola Community Building, I, _____, do hereby release and forever discharge the City of Indianola, Nebraska, from any and all actions, causes of actions, claims and demands for, upon, or by reason of any damage, loss or injury, which may be sustained by myself, or my activity, in consequence of my activity. It being further understood that the City of Indianola is not responsible for the activity for which I am renting the Indianola Community Building.

Dated _____ Renter _____