

**COTTONWOOD FALLS COMMUNITY BUILDING RENTAL CONTRACT**

This contract is made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Cottonwood Falls and \_\_\_\_\_ hereinafter called the renter. This contract explains the rules, regulations, terms, and conditions of the Community Building that must be followed to be allowed the use and privileges of the building. At anytime the city may deny access or use of the building.

1. Scheduling - The scheduling of the Community Building is limited to the operating hours of the Cottonwood Falls City Hall Office. All scheduling requires approval of the City. Individuals or organizations requesting the uses of the Community Building are required to complete the rental agreement and pay the applicable rental fees and deposit with the City within 24 hours of the reservation request. If payment is not received within this time frame, the requested dates will be reopened and made available to other renters.
2. The City of Cottonwood Falls requires a CLEANING/KEY DEPOSIT OF \$260.00 AND A RENTAL FEE OF \$125.00 PER DAY to be paid at the City Office. The deposit will be returned upon satisfactory completion of cleaning and inspection of the building following the renter's return of keys by 10AM the following business day. Keys may be dropped in the mail slot at the City Office after hours. A cleaning checklist will be provided along with this rental agreement. One Copy for the renter and the other copy must be signed by the renter.
3. In the event of an accident, injury, or criminal action, a written report must be filed within 24 hours to the City Office. The City of Cottonwood Falls is not responsible for damaged, lost, or theft of any personal items. Any damage to the city property, whether inside or outside of the Community Building while in possession of the renter is the responsibility of the renter. Any charges for repair or damage will be billed to the renter within 45 days following the incident. The total amount of charges must be paid at the City Office within 10 days of the date of the statement charges.
4. Any renter who has requested and been approved for a temporary alcohol permit must have the approved permit on the premises during their event. Minors are not allowed to consume alcohol of any kind.
5. If using decorations, we ask that nothing be used that will damage the walls, ceiling, floors, tables, chairs, or paint. Do not put decorations on ceiling fans. Be sure that all decorations are removed from the building following the event. Do not at anytime drive vehicles into the building. No animals are allowed in the building unless previously approved.

Any violation of these terms and conditions may result in forfeiture of deposit funds and additional billings. Be sure that when leaving the building all doors are locked and the thermostat is set to 65 degrees during the winter months and 80 degrees during summer months. The phone number for the Community Building is 620-273-8393, Sheriff's Department is 620-273-6313, and the City Office is 620-273-6666.

*I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS OF THIS CONTRACT AS WELL AS THE RENTER RESPONSIBILITIES*  
\_\_\_\_\_(Initial)\_\_\_\_\_ (Date)

**RENTER ALSO ACKNOWLEDGES DUE TO LACK OF USE OF TABLES & CHAIRS EQUIPMENT, ETC MAY REQUIRE SOME CLEANING.**

\_\_\_\_\_(Printed Name) \_\_\_\_\_(Signature)

Address (include organization name if applicable) \_\_\_\_\_

Phone Number \_\_\_\_\_(Home/Cell) \_\_\_\_\_

Rental Date(s) \_\_\_\_\_

TO BE COMPLETED BY CITY OF COTTONWOOD \_\_\_\_\_ DEPOSIT \_\_\_\_\_ RENTAL TOTAL \_\_\_\_\_ CK# \_\_\_\_\_ CASH