



## WRAY COMMUNITY ROOM FACILITY USE PERMIT

Rental Date(s) From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant's Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Rental Purpose \_\_\_\_\_ Number in Attendance \_\_\_\_\_

\_\_\_\_\_  
*I ACKNOWLEDGE THAT THERE WILL BE NO ALCOHOL AT THIS EVENT.*

**OR**

\_\_\_\_\_  
*I HAVE REQUESTED AN ALCOHOL VARIANCE FOR THIS EVENT. (Additional forms and fees apply)*

**Note – Please pay deposit and fees separately.**

Deposit required **\$100.00**

Date Paid \_\_\_\_\_ Paid Cash \_\_\_\_\_ Check \_\_\_\_\_

Rental fees - \_\_\_\_\_

Date paid \_\_\_\_\_ Paid Cash \_\_\_\_\_ Check \_\_\_\_\_

**THIS IS A RELEASE OF RIGHTS. PLEASE READ CAREFULLY.** In consideration for being permitted to use the Community Room, the Lessee agrees to indemnify and hold harmless the City, its officers, employees, and insurers from and against all liability, claims and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, or personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arises out of or are in any manner connected with the use of the city hall or its facilities, whether any such liability, claims, and demands results from the act, omission, negligence, or other fault on the part of the City, its officer, or its employees, or from any other cause whatsoever. Also, I acknowledge that I have received a copy of the Wray Community Room policies on use and rental fees and that I have read, understand and will abide by all policies.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY – DEPOSIT DISPOSITION

\_\_\_\_ Applied for damage/cleaning      \_\_\_\_ Refunded

Refunded to: \_\_\_\_\_

Picked up \_\_\_\_\_ Mailed \_\_\_\_\_ Date \_\_\_\_\_

Refunded by: \_\_\_\_\_

## Policies on Use and Rental Fees

1. Fees Required

	Auctions/ Garage Sales Non-profit garage sale	Commercial Use/ Family Gathering	Non-Profit
<i>Deposit</i>	\$100.00	\$100.00	\$100.00
<i>Community Hall</i>			
Daily Rental	\$150.00	\$100.00	\$50.00

\*\*\*\*\**Kitchen cannot be rented separately from the Community Hall*\*\*\*\*\*

2. The City of Wray and its officers and employees will not be liable or responsible for any injury, accident, loss or damage to any person or any property of any person arising out of Lessee's use of the Community Room.
3. In case of a disaster (blizzard, tornado, etc.) the Community room may be used as a Red Cross Shelter and all prior agreements will be cancelled at the City Hall Staff Member's discretion. All deposits will be refunded in full and the City of Wray will not be responsible for any inconvenience, loss or damage incurred by the Lessee.
4. Damage/Security deposits is required to reserve the facility at the time of the reservation. All rental fees are required to be paid in full at the time the key is checked out. Refunds will be made for cancellations if notice is given 24 hours before use time (except in the event of emergencies.)
5. A damage deposit shall be required by each Lessee. The Lessee using the Community Room is legally and financially responsible for any and all damages incurred while under their use. In the event of damages, the cost of repair or replacement will first be deducted from the deposit. Should the damages and costs exceed the deposit, the Lessee agrees to reimburse the City for the excess within 30 days from the date of a statement therefore. The City Council reserves the right to cancel or deny any further rental/use agreements with said individual and/or groups.
6. The Lessee using the Community Room is responsible for the behavior and actions of guests and children. The rental period is for a single day period from 9:00 AM to midnight and all setup and cleanup must be completed in that time frame. ***Additional time required for either clean-up or setup must be arranged in advance*** and is subject to availability and the daily rental fees listed previously. The Community Room must be left clean and in the same arrangement as prior to being used by the Lessee. (See attached checklist) This includes restrooms, counters, equipment, and chairs and tables returned to their proper places. No equipment, fixtures, or furniture is to be removed from the community room for use at any other location. Trash is to be removed from premises by the Lessee. Non-traditional trash left after a sale of merchandise will require an additional \$50 charge for trash pickup, i.e. discarded furniture.
7. During the use of the Community Room, the Lessee agrees to comply with all state, fire, and police rules and regulations, and all City law, codes, ordinances and regulations either contained herein, now in force or as hereinafter amended or enacted.
8. No unauthorized animals are allowed in the Community Room. Only hearing and sight dogs are authorized.
9. No nails, staples, or tape are to be used on the walls.
10. The City Hall/Community Room is designated a "***Non-Smoking and Alcohol Free***" building.

## City Hall Rental Checklist

As the Lessee, it is your responsibility to assure this facility is left in the same condition as when you arrived. Please be sure that any supplies or utensils you brought with you are removed at the end of the day. We are not responsible for items left in the facility. Cleanup must be completed on the day of your rental as we may have other events scheduled for the following day.

- \_\_\_\_\_ Tables wiped off and returned to appropriate racks
- \_\_\_\_\_ Chairs folded and returned to racks
- \_\_\_\_\_ Floors swept
- \_\_\_\_\_ Restrooms clean
- \_\_\_\_\_ Trash removed to dumpster
- \_\_\_\_\_ Counters clean
- \_\_\_\_\_ Dishes clean and put away
- \_\_\_\_\_ Coffee pots, etc clean and put away
- \_\_\_\_\_ Any spills on the floor cleaned up
- \_\_\_\_\_ Food removed from refrigerator and freezer
- \_\_\_\_\_ Lights off
- \_\_\_\_\_ Doors locked

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you for your cooperation. This will help to assure that each renter has a pleasant experience in our community hall and that we will be able to continue this service to our community.**