

RENTAL AGREEMENT

MULTIPURPOSE BUILDING:

General Rules

- Smoking is not allowed inside the building.
- Full day rental is from 9 am the day of your event until 1 am the following day. If renting the Multipurpose Building **only** the building and immediate area are included in the rental. **NO** other buildings or grounds are included.
- You are responsible for any damages or unsanitary conditions caused by your guests. Damages will result in all, or part of the deposit money plus additional deposit money being revoked.
- The PA speaker system is not available for use.
- A \$25.00 fee will be charged for any insufficient funds check.

Cancellation policy

- While we understand things happen we will allow you to change the date of your event one time but a cancellation will result in a complete loss of your deposit.

Decorating Rules

- No attachments are to be made in the ceilings, beams or rafters.
- No stapling, gluing, taping, etc of any materials are allowed on the paneling. Hooks have been provided about the paneling for your convenience.
- Ladders are not permitted for use.

Clean up

- Clean up of the Multipurpose Building is to be completed by 1 am the day following your event unless you have secured an additional day for cleanup at the time you booked your event.
- All trash cans used in the Multipurpose Building, including the kitchen and bathrooms, are to be emptied and taken to the dumpster located near the outdoor bathroom facilities (outside the kitchen door).
- Floors are to be swept and spills are to be mopped up, including the restrooms and kitchen. A broom and mop/bucket are supplied in the northwest closet of the main portion of the building.
- Bathrooms are to be cleaned. Surfaces wiped down and trash taken out.
- Kitchen is to be cleaned, including ovens & stove tops if you used them.
- Remove ALL of YOUR items from refrigerators and freezers.
- Tables and chairs are to be wiped off and returned to their original location.
- Ground litter outside the Multipurpose Building is to be picked up and properly disposed of.
- Thermostats are to be turned to 60 degrees in the winter or 80 degrees in the summer.
- All lights are to be turned off prior to exiting the facility and ensure all exterior doors are locked and secured. Lights are on a dimmer, so make sure they are turned all the way up before shutting lights off.

RENTAL AGREEMENT CONTINUED

Deposit

- While we strive to always give back 100% of your deposit we know sometimes things happen. Please be honest and upfront with us.
- Rent deposits will not be returned until 14 days after your event.
- Deposits may be partially held when the janitor has to go above and beyond their duties after your event. I.E. extra cleaning of the bathrooms, floors, tables, etc.
- Any damages to items used or our facility. I.E., tables, chairs, walls, bathrooms.
- Failure to return the key will result in an extra fee each day it is not returned of \$25 per day up to a week and then it will be a forfeit of your entire deposit.

OUTSIDE RENTAL FACILITIES: i.e., gazebo, barns, bathhouses, upper or lower arena(s), church, grassy areas, KMMO Amphitheater, Large state concert Amphitheater, etc., are individually priced and have the following requirements:

- Pick up the ground litter i.e. trash, paper, bottles, cans, etc. and take to the dumpster.
- Outdoor restroom facilities, if used, must have trash taken out, stools flushed and cleaned, floors swept, and sinks cleaned.
- Trash containers, barrels, etc are to be taken to and emptied in the dumpster located behind the Multipurpose Building near the bathhouse.
- Smoking receptacles are to be emptied with contents taken to the dumpster.