City of Mitchell Community Hall Rental Agreement

Application Date _____/_____/_____

Name of Group/Organization _____

Contact Person_____

Address_____ City_____ State_____ Zip_____

Daytime Phone_____ Evening Phone_____

Cell Phone_____

Reservation Information

Date Reserved _____

Time: From_____ to _____ Est # of Participants _____

Event or Purpose of Reservation _____

FEES:

□ Downstairs (with Kitchen)	**$50**
□ Upstairs	**$50**
□ Upstairs & Downstairs	**$100**
□ Deposit	**$50**

□ I will haul trash – **no charge**

□ The City of Mitchell will remove trash - **$5 charge**

Total Rental Fee required at the time reservation is made $_____

DEPOSIT:

A $50 deposit is due at the time the room is reserved. Damage or extra cleaning will be charged on a time and material basis and will be deducted from the deposit.

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby agree to follow and enforce all Mitchell Community Hall policies and regulations and acknowledge that I have received and read a copy of such rules. I certify that I am responsible for the protection of the room and its contents during the length of this reservation. I further understand that the City of Mitchell reserves the right to cancel this rental agreement for any reason if deemed necessary. I understand and agree that no insurance is provided by the City of Mitchell and that the City of Mitchell will not be held responsible for accidents. The person completing this application must be at least 18 years of age.

Keys must be returned to the City Office within two working days or the refund deposit will be forfeited.

_____ _____

Signature Date

Office Use:

Rental Fee Chk # _____

Deposit Chk # _____

COMMUNITY HALL POLICIES and RENTAL AGREEMENT

General Purpose Statement

The Mitchell Community Hall shall serve the general public. The facility shall be generally available for use by area civic, charitable, or non-profit organizations and for public and private meetings or parties. The hall is operated by volunteers.

Reservation Procedures

Reservations can be made by phoning the City Clerk at 541-462-3121. The deposit and rental fee is due at the time of the reservation. Reservations made by phone will be tentatively scheduled and held for seven working days. If a signed agreement form, rental fee and deposit are not received by the end of the seventh working day, the reservation will be canceled.

Damage/Cleanup Deposit

A $50 deposit will be required for all rentals payable at the time of the reservation. All groups are required to clean up when the rental is complete and haul away all trash. All chairs should be returned to their original location. The deposit will be returned if the room is left clean, undamaged and is returned to the same condition as prior to your rental. Damage or extra cleaning will be charged on a time and material basis and will be deducted from the deposit. If the room is damaged, the party signing the rental agreement and the group shall be jointly and severally responsible for the reasonable cost of repair.

Refunds/Cancellations

A full refund will be given on cancellations made 10 days or more prior to the reservation date.

Building Rules

No smoking or alcoholic beverages are permitted.

Responsibility for Premises/Liability

The person who signs the rental agreement on behalf of the renting group or organization stipulates that he or she is acting with authority of said group and shall be responsible for the care and supervision of equipment and facility areas in addition to enforcement of all building rules. The person signing the rental agreement and the group shall hold the City of Mitchell harmless from any and all claims arising by virtue of the activities of the group at the Mitchell Community Hall. The person signing the rental agreement and the group agree to indemnify the City for any costs or attorney fees incurred resulting from a claim arising under the above circumstances.

CLEANING

1. Return all tables and chairs to their original position.
2. Clean out coffee pot.
3. Wipe down counters, sinks, stoves and coffee counter.
4. Sweep and mop as needed.
5. Drain sterilizer and leave door open.
6. DO NOT DUMP MOP WATER IN SINK
7. Make sure restrooms are tidy – floor is swept, any paper towels/trash/etc picked up and put in trash receptacle.
8. Remove all garbage and haul away – A $5 fee will be charged if garbage is not removed. Note: If you paid to have the City haul the trash, put bags of trash in the hallway to be picked up - (be sure to empty trash cans in the restrooms as well).
9. Check the room to be sure you have taken all of your items.
10. Turn off lights
11. Return keys to city office within two working days.

THANK YOU