

MCPHERSON COMMUNITY BUILDING FACILITY AGREEMENT

Rates:

Hourly Rates:

Non profit groups -\$10.00 per hour,
Profit - \$20.00 per hour

Daily Rental:

Non profit groups - \$70.00 per day,
Profit - \$150.00 per day

Wedding receptions and special events: \$250.00 per day

Outdoor sign: Priority will be given to group renting building and must be approved by Municipal Building Staff prior to use: Non profit - \$10.00 per day Profit - \$20.00 per day

1. Double rates will apply to non-residents of the City of McPherson persons requesting use, and, on city observed holidays.
2. Cancellation Notice - All cancellations must be made 24 hours in advance of scheduled use to receive a full refund of rental fee. Cancellations not made 24 hours in advance of scheduled use WILL FORFEIT rental fee.
3. **All props, equipment or other personal property brought in during rental must be removed at the time the premises are vacated. (A deposit of \$150.00 is required when bringing items into the building and the deposit will be forfeited if said items are not removed at the end of the rental). The City may make additional charges for special and/or additional clean-up, at the rate of \$20.00 per hour.**
4. Any youth activities must be arranged, scheduled, and supervise by adults (persons over 21 years of age).
5. Activities of an unusual nature (determined by Municipal Building Staff) *must be approved* by the City Commission before reservations can be confirmed.
6. NO SMOKING, ALCOHOLIC BEVERAGES OR DRUGS of any kind is allowed in the building. NO OPEN FLAMES or other incendiary devices (other than gas cooking devices).
7. The city will not be responsible for any loss of articles sustained in the gym, dressing rooms, etc.
8. All EXIT DOORS shall be free and clear of congestion at all time
9. No admittance is allowed in the balcony of the gym for any reason. Any props to be used on gym floor must have prior approval, No plastic or similar tape is to be used and/or attached to the gym floor, No equipment belonging to the city may be removed from the building.
10. No loitering shall be permitted in the lobby or upstairs hallway during a performance. In the event of anticipated capacity crowds, the Fire Chief shall be notified in advance to confirm that no safety precautions are overlooked. Occupancy limits will be strictly adhered to.
11. Arrangements to meet with a custodian concerning various details may be made by calling the Municipal Building Staff, 245-2535, or the McPherson Park Department, 245-2565. After hours contact the Park Department at 245-2400 or 755-3709.
12. The city's liability for injury or damage sustained by anyone using or occupying the building while rented is limited as provided in the Kansas Tort Claims Act as amended to date, and other applicable Kansas Statutes.
13. Undersigned agrees to be liable for any physical damage to the facility in excess of normal wear and tear. The amount of damages shall equal the sum necessary to return the property to its condition prior to the rental term without allowance for depreciation. Any city labor utilized shall be billed at current city rates. Undersigned shall be responsible for all guests, invitees, and other permitted parties.
14. Hours of use: the Community Building is available for rent only between the hours of **7:00 AM and 10:00 PM.** Any request of usage outside these hours must be approved by the City Administrator prior to renting the building.
15. Activities such as Garage Sales, Auctions and Tupperware parties, where retail sales are subject to sales tax, are not allowed without prior City Administrator approval.

NOTE: THOSE RENTING THE BUILDING ARE RESPONSIBLE FOR THE ENFORCEMENT OF THE RULES AND REGULATIONS GOVERNING THE USE OF THE BUILDING AND IT IS THE OBLIGATION OF THE PERSON, FIRM OR CORPORATION GRANTED PERMISSION FOR THE USE OF THE BUILDING TO ENFORCE THESE RULES AND REGULATIONS.

FACILITY AGREEMENT — COMMUNITY BUILDING

(To be signed and returned to the Municipal Center Staff, 400 East Kansas, McPherson, KS 67460)

Facility Requesting: _____ Date of Request: _____

Date Wanted: _____ Time In: _____

Time Out: _____

Type of Event: _____ Number attending: _____

Tables needed? Yes No
How Many? 6ft _____ 8ft _____

Tables: Choose from two sizes of rectangular tables: 6 or 8-feet in length. 6-foot tables seat 6 people; 8-foot tables seat 8 people.

Chairs needed? Yes No
How Many? _____

Contact Name: _____

Business Name: _____

Address: _____

City, ST, Zip: _____

Phone: _____

Email: _____

Web Site: _____

Sign Board: Yes No Sign Board text: _____

I have read the foregoing, and agree on behalf of myself and the organization or business I represent to the terms of Rental occupancy, and understand that reinforcement of the rules and regulations is my responsibility (or that of the organization or business I represent)

By: _____

Office use only:

Non-profit groups -\$10.00 per hour X # Hours _____ = Total _____

Profit - \$20.00 per hour X # Hours _____ = Total _____

Non-profit groups - \$70.00 per day X # days _____ = Total _____

Profit - \$150.00 per day X # days _____ = Total _____

Wedding receptions and special events \$250.00 per day X # days _____ = Total _____

Rent Paid: _____ **Receipt #:** _____