


Key No: _____ Key Pick Up: _____ Key Returned: _____	<p>Civic Center Rules and Agreement Application</p> <p><i>The mission of the City of Holts Summit is to provide a safe, livable, and sustainable community for our present and future citizens</i></p> <p>OCCUPANCY LIMIT: Standing Room=250 people Banquet / Cafeteria=100 people Theater=175 people</p>	
<p>Name of Renter: _____</p> <p>Date of the event: ____ / ____ / ____ Time of the event: ____ AM/PM - ____ AM/PM</p> <p>Rental Fee Total: \$ ____ . ____ Refundable Deposit Total: \$ ____ . ____</p>		

1. The City reserves the right to refuse rental. The City also reserves the right to terminate this application at **ANY** time if noncompliance is discovered.
2. **THERE IS NO SMOKING IN THIS FACILITY.**
3. The Applicant must pay the deposit fee(s) before the City will reserve the facility listed for the requested date. The rental fee must be paid in full by the time the Applicant picks up the key (**KEY MUST BE PICKED UP BY 4:45 PM ON THE LAST DAY OF THE WORK WEEK IF THE RENTAL DATE IS DURING THE UPCOMING WEEKEND**). The Applicant may cancel their reservation of the facility up to three (3) weeks in advance without forfeiting any fees. If the Applicant cancels their reservation to use the facility less than three weeks before the date the facility has been reserved the Applicant shall forfeit their deposit as liquidated damages for preventing the facility from being scheduled by others. If the Applicant cancels their event for weather reasons, they can either reschedule or forfeit their deposit and get refunded their rental fee.
4. If a maintenance issues should arise during an Applicant's reserved time, the Applicant shall call City Hall immediately at **(573)896-5600** if it is during normal business hours (**Monday-Friday 8:00am-5:00pm**). If a maintenance issue should arise after 5:00 PM or on a weekend, the Applicant shall call the City's Answering Service immediately at **(573) 580-7136**. An Applicant **SHALL NOT** attempt to make **ANY** repairs or adjustments to any City facilities at any time (**THIS INCLUDES ENVIRONMENTAL CONTROLS SUCH AS THE THERMOSTATS**).
5. The Applicant hereby assumes responsibility for any damage, loss, theft, or cost incurred inside and outside the facility listed above, and any other item(s) of City property during the time they have rented the facility. **Damages or loss in excess of the deposit will be billed to the Applicant at the end of the event.**
6. Decorations are permissible with the use of clear/masking tape, provided all evidence of its use is removed and surfaces are not damaged. The exits are not to be blocked in any manner at **ANY** time.
7. The City of Holts Summit shall **NOT** bear any liability for the loss, theft, or damage to any property belonging to the Applicant or guests before, during, or after the event.
8. The Applicant will defend, indemnify, and hold the City harmless for any claims by third parties for personal injury property damage or otherwise.
9. In consideration of the surrounding neighborhood, all music shall be contained to the interior of the Civic Center and should not be able to be heard from outside the building with the doors and window closed, or more than 100 feet from the building at any time. All individuals must be vacated from all City facilities and grounds by 10:00 PM unless the Applicant has obtained a Special Use Permit. In no event shall alcohol be served, sold, consumed or allowed at ANY City of Holts Summit Facility.
10. The Applicant declares in writing within this agreement their true intent and purpose for the rental of the building and facility **ONLY** for said purposes. **No Applicant may sub-lease this facility.**

The Applicant agrees by signing this application to adhere to all terms and conditions within. This application supersedes all written and verbal communications and may not be amended except in writing and signed by the applicant and accepted by the City. Failure to comply with these conditions may cause the Applicant: forfeiture of their deposit; refusal by the City to rent the facilities: and the assessment of additional fees by the City for property damage. If legal action becomes necessary to receive payment, the Applicant will pay any and all legal fees and court costs. The deposit will be required by Applicant to show good faith. The City will return the deposit to the person who paid the deposit after the City has determined that the facility rented is clean and in good condition (and after any checks written have cleared) Should a determination be made that the facility was not left clean or there was damage, the deposit may be seized by the City and any excess amounts to cover the cost of cleaning or repairs will be billed to the Applicant. Should the deposit not be sufficient The City shall return any unused deposit to the Applicant within fifteen (15) business days after the scheduled event or provide the Applicant with a written explanation as to why the deposit has not been returned. Acts of Nature affecting the facilities (including, but not limited to, fire, tornado, and earthquake) are just cause for cancellation by the City with a full refund of rent and deposit. No agreement in either written or verbal form will be valid unless the Applicant signs below. Any agreement between the Applicant and City in writing or verbal that violates any provision of Holts Summit City Code is hereby void. **ANY POLICE OFFICER OR CITY OFFICIAL MAY TERMINATE THIS APPLICATION FOR A VIOLATION OF THE CONDITIONS FOR USE OF THE FACILITIES, PARK MANUAL, OR VIOLATION OF THE LAW. ANY/ALL PERSONS MAY BE ORDERED TO IMMEDIATELY VACATE THE PROPERTY IF A VIOLATION IS DISCOVERED. FAILURE TO VACATE THE PROPERTY WHEN ORDERED MAY RESULT IN TRESPASSING CHARGES BEING FILED.**

BY SIGNING BELOW I AM AGREEING TO ALL TERMS OF THIS CONTRACT.

Signature of Applicant

____/____/_____
Date of Agreement

Purpose for renting the facilities: _____

Expected Attendance: _____

Renters Full Name: _____

Address: _____

Contact Number: () -

Email: _____

Copy of ID Attached: Yes No

Driver's License Number: _____

OFFICE USE ONLY

Security Deposit Receipt/CC Number: _____

Amount: _____

Rental Fee Receipt/CC Number: _____

Amount: _____

Date is on Online Calendar: _____(Initial)

Date is on Wall Calendar: _____(Initial)

Signature of Employee: _____

Date Deposit was received: __/__/__

Date deposit was returned: __/__/__

Returned by: _____(Initial)

Amount Returned: \$ _____

Returned To: _____

Returned by Check

OR

Credited back onto Credit Card

Check #: _____

Confirmation Number: _____

Notes: _____

Checklist for Care/Cleaning of the Civic Center after a Rental/Event

Please return this page filled out with your key

1. Take down all decorations you put up.
2. Wipe down tables and chairs.
3. Bathrooms:
 - a. Flush toilets
 - b. Pick up any toilet paper or paper towels from floor or counter tops
 - c. Wipe up liquid soap spills from sinks and counters
 - d. Ensure floors are clean
 - e. Remove all trash from bathrooms

(MAKE SURE THE BATHROOM IS LEFT IN A CLEANLY MANOR INCASE THERE IS A RENTAL TO FOLLOW YOURS)
4. Kitchen:
 - a. Remove all food dishes you have brought in
 - b. Make sure all items in refrigerator that were brought in are removed
 - c. Clean any utensils used, owned by the City of Holts Summit
 - d. Clean out sinks
 - e. Wipe off counters and stoves
 - f. Ensure floors are clean
 - g. Remove all trash from bathrooms

(MAKE SURE THE KITCHEN IS LEFT IN A CLEANLY MANOR INCASE THERE IS A RENTAL TO FOLLOW YOURS)
5. Sweep and mop all floors
6. Remove all trash and place in dumpsters outside of building designated for trash (not recycling)
7. Put tables and chairs back where they were found before event.
8. Make sure all doors are locked

These are the requirements for cleaning the Civic Center in order for the Applicant's deposit to be returned. If all tasks are complete and there is no further damage to the facility, the Applicant's deposit should be returned, in full, within 15 business days of your event. If you come across tasks that were not done prior to your rental, please list these tasks and any other complaints in the COMMENTS area below and take pictures of the tasks/problems you encountered during your rental and email them to cityclerk@holtssummit.org. If you have not received your deposit back within 15 business days, please contact the City Treasurer of Holts Summit at City Hall (573) 896-8423.

COMMENTS: _____

Thank You,

Administration Department

Signature of Renter: _____