***Village of Oconto***

***Community Hall Rental Agreement***

***Phone: 308-870-1092 Email: villageofoconto@gmail.com***

**FEES: DEPOSITS:**

Senior Center w/o kitchen: $25.00 Deposit w/o alcohol: $100.00

Senior Center w/ kitchen: $40.00 Deposit w/ alcohol: $250.00

Kitchen/Main Hall/Senior Center: $100.00

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RENTAL DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTAL FEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DEPOSIT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PURPOSE OF RENTAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We understand that we are renting the Oconto Community Center from the Village of Oconto on the date and for the purpose stated above.

I/We agree to pay the amount set forth to the Village of Oconto and will pay this amount prior to the date of use.

I/We understand that we are responsible for any accidents, injuries or damages that occur as a result of our use of the Oconto Community Center. I/We agree to indemnify and hold harmless the Village for any claims, suites, liabilities, actions or damages of any kind that arise because of or during the use of the Oconto Community Center by us or any one in our group or attending our function. I/We will pay all costs associated therewith, including without limitation, any attorney fees and associated costs.

I/We agree to abide by the following Rules and Regulations of the Oconto Community Center:

**GUIDELINES**: Removal of any equipment, tables and chairs must be approved by the Village Board. All equipment in the facility is to be used at your own risk. If any one or a number of areas are rented, the remainder of the building will still be available for use by the general public.

Nothing can be attached to the walls or ceilings of the building. The Auditorium floor, and other areas of the Community Center are very susceptible to damage from any sharp objects, fire (such as candles), liquids and/or any other staining or damaging agents. Extreme caution should be used when these areas are being utilized.

When the building is used for any kind of business transactions, the renter will be liable for any sales tax or other legally binding conditions dealing with such activities.

Only those lights necessary for the activity will be used and turned off immediately after use. Any area that a key has been issued for access will be locked before leaving the building.

The evacuation of the building is to be completed by using the 3 main exit doors in the auditorium area. For this reason, these doors must not be blocked in any manner and must be always accessible.

In general, the Village will be responsible for cleaning all walkways around the building. In case of a sudden storm hitting while the facility is being used, the renter will be responsible for making sure all walkways are safe for those entering and exiting the building.

**CLEANING**: The facility should be cleaned and left in the same condition it was found. In all areas used, the floors will be swept or vacuumed, tables and chairs placed back where you found them on racks in the storage room or as set up in the auditorium. If the kitchen in used, all counters, sinks and cupboards will be cleaned. Materials returned to proper cupboards. Extreme care must be given to not damage counter surfaces with heat, cutting or other acts that might deface the counters or cupboards. Renters will be held liable for all damages. If damage is sighted, it must be reported prior to beginning the use of the building. Garbage cans must be emptied.

**TOBACCO/ALCOHOL**: The building is a tobacco-free facility. Alcohol is allowed on the premises if served by a licensed catering service with permission of the Village Board and the Nebraska Liquor Control Commission. An appropriate liquor license and proof of insurance must be provided to the Village. Renters are welcome to use any catering service they wish but are reminded the renters will be held liable for any damages or misuse of the building caused by any group allowed in the building during the time it is rented.

**OTHER**: The Village is not responsible for any articles left on the premises. They will be periodically discarded.

All renters and guests consent to allowing the Village of Oconto the use of photographs taken in the facility.

Sale bills or advertisement documents will not be allowed to be posted in or on the building. The exception being for a sale held in the building.

No roller blades, roller skates, skateboards, scooters or bicycles are allowed.

Any vehicle, trailer or other type of wheeled apparatus (especially rubber tired) must be pushed into the area and the floor must be covered. No gas, oil or fluid leaks can be allowed on the floor. Engines are not to be run in the building.

**DEPOSITS: Are required before reservations are accepted. Deposits will not be refunded if canceled less than 15 days prior to the event, weather exceptions will be granted**.

Nonprofit organizations may use the building at one half the regular rate. They are also required to pay the deposit.

Cleaning fees are $25 per room and $50 for the facility if it is not left clean. These charges will be deducted from the deposit. If damages exceed the deposit, the renter will be held liable for all damages. Facility should be cleaned prior to vacating.

The Oconto Village Board is the controlling entity for the Oconto Community Center. They have the right to accept or reject any request or use of the building. Any unusual use of the facility must receive prior approval by the Board.

Renter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_