

# CITY OF WHITEWOOD HALE HALL FACILITY USE AGREEMENT

1025 MEADE ST • 605-269-2247

Rental rates are as follows: (tax included)

RATES: Mon- Fri = \$150/day

Sat / Sun = \$300/day

Security Deposit = \$250

The Renter shall pay a Security Deposit in addition to the rental fees. The Security Deposit is held by the City to ensure proper cleanup and that the facility, equipment and surrounding area are not damaged during the rental.

The City reserves the right to deduct from the Security Deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use. ***If damages exceed the deposit amount, additional charges may be billed.***

The Security Deposit will be forfeited for any of the following reasons:

- o Damage to facility, equipment, or surrounding area.
- o Insufficient cleaning of building and/or premises.
- o Renter use exceeded the time frame reserved.
- o Keys are not returned as outlined by policy.
- o General policies, rules and procedures are not followed.
- o Misuse of City facility.
- o Staff time for removal of items left in facility and/or storage of said items.
- o Renters are responsible for the conduct of their guests attending the event. If your event requires police intervention, part or all of your deposit may be withheld.

Rental times of the facility start at 8:00am on the rental date to 8:00am the following day. This time frame may need to be adjusted when school is in session, as the school takes priority for facility use. This time frame includes set-up and cleanup time of the facility and grounds. **An initial walk-through with a city official is required** when obtaining keys, or the morning of rental. To get keys or to schedule a walk-through outside of business hours, call Lawrence County dispatch at 605-578-2230 and ask for an officer to meet you at Hale Hall for a walk-through. The City staff will also inspect the facility on the next business day following your rental.

The Renter shall not permit the sale of alcoholic beverages in the facility, except and unless there has been prior approval for the appropriate permit/license by the Whitewood City Council for the sale of alcoholic beverages. The Renter shall abide by all local ordinances as well as state and federal laws. Tobacco products are prohibited within all City facilities.

The Renter has use of the tables and chairs provided. The same shall be accounted for at the final inspection. **TABLES AND CHAIRS ARE NOT ALLOWED OUTSIDE THE BUILDING.**

## **General Policies, Rules, and Procedures**

**FLOORING** - The Renter is responsible for all damage to the flooring during the rental, including the costs for any repairs, replacements or cleaning required after the rental. If the floor cannot be sufficiently cleaned or if the damage is severe (cuts, scratches, stains), the Renter will be responsible for the cost of the repair. To prevent damage to the floors, **DO NOT** drag tables, chairs or other heavy items across the floor. Mop up ice melt as soon as possible as it may cause damage to the flooring.

**FACILITY CLEANING** - Renters are required to restore this building back to its original condition – Cleaning supplies and garbage liners are provided in the storage areas for renters use in the facility.

**FLOORS** – Floor is to be swept and spot mopped where necessary, and any spills are to be cleaned immediately.

**GARBAGE** – All garbage is to be taken outside to the large container located behind the building. Reline the garbage cans with the liners provided. Clean out any spilled garbage in the container.

**KITCHEN** – Clean all appliances inside and out. Check the refrigerator and freezer and remove any items. Clean off counters with cleaner provided. Sweep and mop the floor. Make sure the stove burners and oven are off. Remove garbage and replace liners. Remove ALL items brought into the kitchen.

**BATHROOMS** - Clean sinks, toilets and urinals inside and out. Clean mirrors, empty trash, sweep and mop.

**TABLES & CHAIRS** - The tables & chairs are to be wiped down, folded, and placed back in their proper storage area. Please take care of placing them on the racks provided.

**GENERAL** - All cleaning must be done by the end of the rental time frame. Clean all outside areas surrounding the facility including parking areas used by the Renter and guests. Check all windows and doors to make sure they are closed and secure before leaving. All doors must be locked. All items brought in by the Renter, guests, staff, decorators, caterers, or others must be removed by the end of the rental time frame.

**KEYS** - The Renter is responsible for picking up keys for their rental from City Hall, 1025 Meade Street. Each rental is allowed one set of keys. It is the sole responsibility of the Renter to unlock the facility for their guests, staff, decorators, caterers, etc. The Renter must return the keys to City Hall the day after the rental or on Monday if the rental is on a weekend.

**KITCHEN** - The kitchen contains a refrigerator with freezer, a gas stove and oven, a microwave, a 55-cup coffee pot, double sinks, and necessary cleaning supplies. The kitchen DOES NOT contain dishware, glassware, utensils, or linens.

**DOORS** - All facility doors must remain closed at all times. DO NOT prop open doors. Deposit may be forfeited.

**LOST & FOUND** - Lost and found items must be claimed within 10 working days after the rental. The items will be labeled and turned into City Hall at 1025 Meade Street for pick up.

**SAFETY** - Exits, entrances, air supply vents, and sidewalks must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers must be kept clear at all times.

#### **GENERAL POLICIES**

- The City staff has the right to enter the facility at any time during your rental.
- Renter's responsibility to clear walkways, stairs and entrances in the event of snow and/or ice
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**ANIMALS** - With the exception of service animals, animals are not allowed in the facility without prior approval. The renter is responsible for any damage cause by animals.

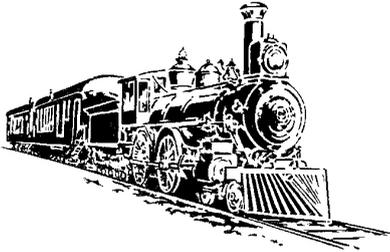
**DECORATIONS** - Nothing that may cause damage or holes may be taped, nailed, stapled, tacked or affixed to the walls, ceilings, columns, windows, floors or suspended from light fixtures or ceiling tiles. It is the renters responsibility to inform any decorators, vendors or guests of this rule. If using glitter, confetti, rice or sand there must not be any residual evidence left after cleaning. The use of fog machines inside the facility is prohibited.

**HEATING AND AIR CONDITIONING** - The thermostat for the building is located on the west wall. The temperature needs to be set to 65 degrees before the final inspection. Renter is responsible for any damages to the facility cause by adjustments to the thermostat settings.

#### **HOLD HARMLESS AGREEMENT**

I/We hereby agree to indemnify and hold harmless the City of Whitewood and its officers, agents, employees, and volunteers from any and all losses, expenses, damages, demands, and claims in connection with or arising out of any injury, alleged injury, or death to any persons or damage or alleged damage to personal or real property, sustained or alleged to have been sustained in any manner in connection with, having arisen out of, or resulting from the rental or use of City-owned property.

Further, I/we agree to defend any suit or action brought against the City, its officers, agents, employees, or volunteers based upon such alleged injury or damage and to pay any and all damages, costs, and expenses, including attorney's fees, in connection therewith or resulting there from.



# CITY OF WHITEWOOD HALE HALL RESERVATION REQUEST FORM

1025 MEADE ST • 605-269-2247

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Method of Contact:     Phone             Email

Residential Address: (Include City, State, Zip): \_\_\_\_\_

\_\_\_\_\_

Mailing Address: (If different from above:) \_\_\_\_\_

\_\_\_\_\_

Type of Event: \_\_\_\_\_ # of Guests \_\_\_\_\_

(Building Occupancy 201 persons)

Date of Event: \_\_\_\_\_ Time Requested: \_\_\_\_\_

This application, when executed by both parties, becomes a legally enforceable contract and the Renter agrees to comply with all the terms and conditions set forth herein, and to all City Rules and Regulations. The undersigned warrants that if the applicant is not an individual, he/she has the authority to bind applicant. The undersigned agrees to and understands the Hold Harmless agreement listed in this application.

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

Print Name: \_\_\_\_\_

## **CITY USE ONLY**

Date Submitted: \_\_\_\_\_

City Official: \_\_\_\_\_

Approved  Denied  Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Deposit Received: \$ \_\_\_\_\_ Cash  Check  Date: \_\_\_\_\_

Payment Received: \$ \_\_\_\_\_ Cash  Check  Date: \_\_\_\_\_

Initial Walk Through Date: _____
Renter's Signature: _____
City Official Signature _____
Final Walk Through Date: _____
City Official Signature _____

**1016 Meade St, Whitewood, SD 57793 • Email: [jessica@cityofwhitewood.com](mailto:jessica@cityofwhitewood.com)**