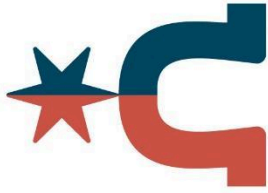
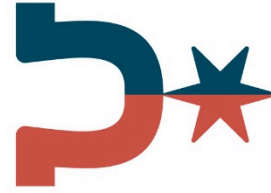


APPLICANT: _____



CITY OF CALDWELL, KANSAS
14 W CENTRAL
CALDWELL, KANSAS 67022
620.845.6514



COMMUNITY BUILDING RENTAL/USE REQUEST

GRANTING OF PERMISSION TO USE THE COMMUNITY BUILDING DOES NOT IN ANY WAY CONSTITUTE
AN ENDORSEMENT OF AN INDIVIDUAL'S OR GROUP'S PARTICULAR BELIEFS OR PURPOSES BY
THE CITY OF CALDWELL, KANSAS

This form must be completed in its entirety and returned to the City Office before your event.

All payments and deposits shall be received at least 10 business days before the event. For ease of return, the deposits may be remitted in a separate check from the rental fee. Upon review of the facilities at the conclusion of your event, your deposit check can be returned directly to you. If you prefer to remit all fees in one form of payment, your deposit will be issued on either the first or third Wednesday of the month. Please make all checks payable to "The City of Caldwell".

A/V System includes the following: Sound system, two portable microphones, overhead projector with S Video cable connection, & projection screen.

FACILITY RENTAL RATE INFORMATION

EFFECTIVE April 16, 2025

Building Rental Fee (excluding dances):

Daily Rental Fee:	\$160.00	Building Deposit:	\$50.00
Up To 5 Hours Fee:	\$100.00	Building Deposit:	\$50.00
Kitchen Rental Fee:	\$30.00	A/V Deposit Fee:	\$100.00
Large Event Daily Set-up Fee:	\$80.00		

Building Rental for a Dance/Wedding:

Daily Rental Fee:	\$250.00	Building Deposit:	\$100.00
Kitchen Rental Fee:	\$30.00	A/V Deposit Fee:	\$100.00

****Note****

Rental for dance/wedding reception will include 1/2 day before and after the event to be used for set-up and tear down. Each additional day, used prior to the event, that the building is occupied by renter for set-up, decorating, etc., shall be charged at the rates listed above for use.

TODAY'S DATE: _____

RENTER INFORMATION: (PLEASE PRINT CLEARLY)

Organization: _____

Individual/Contact Person: _____

Address: _____

Town: _____ State: _____ Zip: _____

Email Address: _____

Home/Cell Phone: _____ Business Phone: _____ Fax: _____

EVENT INFORMATION:

Type of Event: _____

Event Date: _____

Request for Rental of: Facility only: _____ Kitchen: _____

Dance: _____ A/V System: _____

Total Expected Attendance: _____

Time of Rental (**Including Set up/Clean up**):

FROM - Date: _____ Time: _____ **To** - Date: _____ Time: _____

Total Hours: _____

Are you charging fees for any aspect of your Activity? Yes No

If YES, please explain (including fee):

FOOD:

Do you intend to serve food? Yes No

ALCOHOLIC BEVERAGE USE:

Are you requesting permission for alcoholic beverage use? Yes No

Type of Alcohol: Beer Wine Liquor

How Dispensed: Open Bar BYOB

ALCOHOL CONSUMPTION EXEMPTION:

COMPLETE THIS FORM IF YOU ARE REQUESTING PERMISSION FOR ALCOHOLIC BEVERAGE CONSUMPTION

I, _____, ON BEHALF OF MYSELF / _____ ORGANIZATION, WILL BE RENTING THE

CALDWELL COMMUNITY BUILDING AND HEREBY REQUEST THE CITY COMMISSION TO ALLOW MY/OUR PRIVATE EVENT AN ALCOHOL CONSUMPTION EXEMPTION PURSUANT TO ORDINANCE NO. 1339:

EVENT DATE: _____

EVENT TIME: _____ AM/PM TO _____ AM/PM

ESTIMATED ATTENDANCE: _____

EVENT TYPE: _____

1. The use of Alcoholic beverages is prohibited in or on the premises unless expressly authorized by the City Commissioners.
2. If alcoholic beverages are permitted, use shall be confined to the Community Building and Lessee acknowledges and agrees to uphold state law in prohibiting the dispensing or serving of alcohol to any person under the age of 21 years.
3. Lessee is responsible for the removal of all alcoholic beverage containers from the Community Center's property at completion of event, including empty bottles and cans.
4. Alcoholic beverages will *not* be sold.
5. The alcohol consumption exemption will not appear in any event advertising.

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:

APPROVED _____ DENIED _____

DATE RECEIVED

DATE REVIEWED

GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW

1. Children accompanying adults must be supervised at all times.
2. Lessee is responsible for the complete cleanup and disposal of all trash. All trash to be removed to outdoor receptacles. *All bottles and cans are to be removed from the property by the lessee.* A disposal fee of \$25.00 may be applied if necessary.
3. All food and drink shall be confined to inside the Community Building.
4. The City of Caldwell reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as a prerequisite to rental.
5. The City of Caldwell does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Lessee of all liability, which may result thereof.
6. Any items/supplies brought into the facility or placed on the property must be removed within 24 hours of the conclusion of the Lessee's event. Items remaining after 24 hours may be disposed of as abandoned property.
7. The blue round tables should not be moved from the west side of the building and must never be drug along the tile floor. Doing so will cause damage to the floor. Tables in the building should be used wisely. Never move the tables with items on them or allow people to sit on them at any time.
8. If you have a dance, the janitor requests that chairs be replaced in the racks but that folding tables be left out so they can be cleaned before being put up. All trash, bottles, cans, etc., should be taken to the dumpster. Failure to leave the building as it was found may hinder your chance of any future rentals. Please be a responsible renter.
9. Only freestanding decorations are permitted. **DO NOT AFFIX ANY ITEMS TO THE CEILING, DOORS, COLUMNS, WALLS, PARTITIONS, LIGHT FIXTURES, or WINDOWS.** Tacks, nails, tape, and staples are prohibited everywhere. Please do not use duct tape or adhesive of any kind on the tile floors. *Violation will result in forfeiture of the damage deposit.*
10. A post-rental inspection will be performed, and if any of the above guidelines are found to be violated, you will forfeit your damage deposit and may be charged with paying for any necessary repairs to the building. User agrees to reimburse the City of Caldwell the cost of repair or replacement for any damage to any property, real or personal, of the City of Caldwell and/or its property, caused by any person attending the function for which the building and/or its property was used.
11. The City of Caldwell is not responsible for damages or claims of any kind, whether to persons or property, arising from an incident during occupancy of the building and/or its property. The User agrees to indemnify and hold harmless the City of Caldwell, its employees, and City Commissioners from all such damages and claims of every kind.
12. Users shall not admit the Community Building and/or its property a larger number of persons than can safely and freely move about in the building. In addition, The user shall take reasonable precautions to prevent unauthorized persons from entering and/or occupying the premises.
13. User agrees that no unlawful use shall be made of the building and/or its property, and user agrees to comply with the rules and regulations of the City of Caldwell. *No Illegal drugs of any kind shall be allowed in the community building or on its property. Smoking of any kind shall not be allowed in the building.*
14. If the user elects to use the sound system, microphones, projector, screen, remote, and applicable cords, all items shall be left in the condition in which they were found. The user shall pay for the replacement costs on damage or loss of these items.
15. The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. The federal, state, and local governments have declared emergencies and issued public health directives and guidance related to COVID-19. The City has adopted sanitizing protocols between uses to help prevent the spread of COVID-19 within their rental facilities. If you would like to know the protocols specific to the facility that you are using, please contact City Hall at (620) 845.6514. In addition, the City strongly encourages all facility users to comply with the CDC's Prevention Guidelines & Recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Please be aware that the following regulations apply to your reservation and/or rental agreement for any rental facility owned by the City of Caldwell:

- You are solely responsible for ensuring that your private use will meet applicable public health directives in effect at the time of your event. Public health directives include state laws, rules, regulations, and executive orders; federal laws or regulations, including those from the CDC and OSHA, and any local health order.
- You are solely responsible for informing your event attendees of any applicable health directives or personal hygiene recommendations that apply to their attendance.
- During your private use, the City cannot provide Employees to monitor or enforce compliance with applicable public health directives or personal hygiene recommendations. You are solely responsible for monitoring and enforcement.
- As with the nature of any illness, the City cannot guarantee that you or your event attendees will not become infected with COVID-19 from your reservation, rental, or use of a City facility. You should inform your event attendees of the COVID-19 risks associated with your private use.

In requesting the use of Caldwell Community Building, I hereby acknowledge that I have read and understood the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

SIGNED: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____