

CITY OF LYONS

335 Main St
Lyons, NE 68038
402-687-2485

COMMUNITY CENTER RENTAL AGREEMENT

This rental agreement between the City of Lyons, as lessor, and the undersigned lessee, is intended to define the responsibilities of the lessee for renting the facilities, known as the Community Center;

Number of days of use: _____ Dates of use: _____

The hours: Time in: _____ Date _____ Time out: _____ Date _____

Base time periods shall be six-hour increments.

The purpose: _____

Will event be open to the public? _____ YES _____ NO

Will there be alcoholic beverages consumed at the event? _____ YES _____ NO

Will alcoholic beverages be sold? _____ YES _____ NO

Number of attendees: _____

Rates effective May 1, 2015: (Rates are subject to change at any time)

Set up day before event:	\$ _____	\$75.00 for every 6 hours or \$150.00 for the day
Entire Facility (Area A & B):	\$ _____	\$500.00 for each day(s) of event
Area A (Large Room):	\$ _____	\$300.00 for each day(s) of event
Area B (Small Room):	\$ _____	\$200.00 for each day(s) of event
Kitchen:	\$ _____	\$50.00 for each day(s) of event
Projector &/or Screen:	\$ _____	\$50.00 for each day(s) of event
Stage:	\$ _____	\$25.00 for each day(s) of event

Total Rental Amount: \$ _____ A separate check from deposit amount payable to City of Lyons.

Cleaning/damage deposit is equal to total rental amount

Total Deposit Amount: \$ _____ A separate check from rental amount payable to City of Lyons.

Rules/Regulations:

1. Prohibited Items: No tobacco products are allowed in the facility. Smoke or fog machines are prohibited. No spray or brush painting is allowed. No loose glitter or confetti shall be allowed. No tape, staples, or nails shall be used on the floors. No nails, staples, tape, or decorations shall be used on the walls.
2. All charges for the facilities will be paid prior to event.
3. A key for the building may be picked up at the City Clerk's office during normal business hours and needs to be returned to the City Office within 24 hours.

4. A cleaning/damage deposit equal to rental amount will be posted with the City Clerk prior to time of rental event. Liability is not limited to the cleaning/damage deposit. The deposit will be held by the lessor until walk through has been completed following the event.
5. Hours of operation: No function will be allowed to continue past 1:00 a.m. The center must be cleared no later than 2:00 a.m.
6. All hallways and doors shall be kept clear by order of the State Fire Marshal's Office. No function can be allowed if it is evident that any doors or hallways will be blocked.
7. If the lessee desires to have alcoholic beverages present at the event, they may be required to obtain a permit from the Nebraska Liquor Control Commission (1 day liquor license) and shall be required to provide law enforcement at their expense.
8. The lessee shall be responsible to the lessor to maintain security at the function and no illegal activities as defined by the laws of the State of Nebraska and/or the City of Lyons shall be permitted.
9. The lessor shall require the lessee to provide law enforcement officer who shall meet the requirement and be approved by the City's Chief of Police if: 1. Alcohol is present at the event; OR 2. The lessor deems it advisable for the peace and safety of all persons involved.
10. The lessee acknowledges that the Lyons City Police Department and or any other law enforcement agency will be patrolling the area and observing the actions, within and without the facilities, of persons in attendance. The lessee is responsible to assure that no violations of laws occur, as stated in paragraph 7.
11. The lessee shall be responsible for all damages to the facility or equipment leased. No HOT pots, pans, kettles, etc. are to be placed on the white tables without a hot pad underneath.
12. All clean-up must be completed and all lessee property must be removed within time rented or additional time used will be charged at regular rate of \$75 per 6 hours of use. See page 3 of agreement for clean-up instructions.
13. Please check all doors upon your departure to make sure they are shut tightly and locked.
14. Liability is not limited to the cleaning/damage deposit. The lessee will be billed for any damage incurred above the cleaning/damage deposit.
15. Lyons Community Center rules and regulations are subject to change at any time and lessee agrees to accept and follow any such changes.

WHEREFORE, the parties hereto have jointly executed this document this _____ day of

_____, _____.

CITY OF LYONS

Lessee Name: _____

By: _____
City Clerk for Lessor

(Signature Required)

Mailing Address: _____

City: _____ State: _____

Phone Number: _____

Rent paid: Date _____

Amount _____

Deposit paid: Date _____

Amount _____

Key signed in date _____ . Deposit returned _____

If not, why not? _____

Lyons Community Center

Clean-up Instructions:

1. All clean-up must be completed and all lessee property must be removed within time rented or additional time used will be charged at regular rate of \$75 per 6 hours of use. Thermostats: In the large room, they are automatic and adjust themselves while the thermostat in the small room can be adjusted. It would be better to keep the thermostat at the current setting as it coincides with the thermostat in the large room.
 - All tables must be wiped down, and spot check and wipe chairs before they are put away.
 - Bar area shall be wiped down.
 - All floors must be swept and liquid spills must be mopped up. Do not leave any water standing on the floor.
 - All dishes, pots, pans and coffee makers must be washed, dried and put away. Counters, tables, stoves, sinks, and refrigerators must be wiped down.
 - Mop the front lobby. Sweep up all cigarette butts from the sidewalks on north and east sides of the Community Center. Dispose of properly (dousing with water in container before putting into trash).
 - Lessors must set up the provided tables and chairs for their particular event. The tables and chairs must be clean and in good shape when put back on the storage racks. Do not drag tables and chairs across the floor. Please have TWO people handle each table so they do not scratch the new floor. Any broken or damaged tables or chairs should be left out.
 - There will be no nails, staples, tape, or decorations on the walls. Nothing shall be hung from the ceiling and no wires strung around the rooms.
 - Any decorations placed in the building before an event or not removed by the renter after the event will constitute rental and the lessee will be charged at the regular rate of \$75 per 6 hours of use.
 - Please make sure that the stove is turned off. Check to make sure all 10 pilot lights remain on. If they go out, please re-light.
 - Helium balloons, if used, must be securely attached and removed after the event.
 - Garbage bags are furnished. All garbage (kitchen and restrooms) shall be collected, bagged and left in the dumpster outside the kitchen door.
 - Please check all doors upon your departure to make sure they are shut tightly and locked.