

## Community Room Rental Fees and Regulations

A rental contract, complete fees and the deposit must be submitted in order to reserve any rental.

### RENTAL FEES: (per hour unless noted)

|  |          |
|--|----------|
| Community room (Min 3 hour rental).....              | \$50.00  |
| All Day Rental (Max 8 hour).....                     | \$100.00 |
| Each additional hour.....                            | \$20.00  |
| Projector Rental.....                                | \$25.00  |
| Replacement of lost or damaged projector remote..... | \$80.00  |

**\*\$25 Deposit is required for all rentals\***

**\*\*All Insufficient checks are charged a fee of \$25.00\*\***

### Regulations

1. Set up, take down and clean-up **MUST** be completed within your rental time or an additional fee will be charged.
2. Children must be supervised at all times. No children are allowed in the kitchen area. Children are not allowed to play in the hallway.
3. No **alcoholic beverages or smoking** are allowed anywhere in the building. Smokers must go outside to assigned areas.
4. No paper products, cookware, or plastic ware are included in your rental. The contents in kitchen cabinets may not be used.
5. The **selling of concessions is prohibited** inside the building or outside on any parks property.
6. Please be finished with your activity by the assigned time. If your group goes past the agreed time, the full additional hour rental charge will be levied for each hour.

### Clean-up

Clean up of the facility is the responsibility of the rental party and this must be completed during your rental time. Broom and mops are located in back room with table and chairs. Please note we try and leave cleaning supplies under the kitchen sink, but they may not always be left for the next renter.

- Dust mop floors and spot wet mop as needed.
- Empty all trash into containers provided out back.
- Clean tables and chairs as needed
- Clean Kitchen area as needed.

**A \$25.00 deposit will be secured as a refundable cleaning deposit. If the facility has not been cleaned, the entire deposit will be retained by the City to cover cleaning expenses.**

Your Personal Access Pin # \_\_\_\_\_ \*(You must include \* when entering your code)

Rental Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of the listed rental fee, the renting organization/person(s) is granted use of the Battlefield City Hall Community Room located at 5434 S. Tower Drive.

Any and all rental payments required by this RENTAL AGREEMENT shall be made payable to *CITY OF BATTLEFIELD* and mailed or delivered to the staff at the City Hall, 5434 S. Tower Drive, Battlefield, MO 65619).

The renting organization/person(s) agrees that, should the need arise, a cancellation notice of at least fourteen (14) days prior to the time of the rental is required in order to be eligible for a refund of rental fees, less a \$10.00 refund processing fee.

No refund will be given for weather cancellations.

The renting organization/person(s) agrees to be responsible for and reimburse to the Battlefield Advisory Park Board costs associated with any repairs to, or replacement of, any property or equipment damaged, stolen or lost caused by any member of the renting organization/person(s), except for normal wear and tear as deemed appropriate by the Battlefield Advisory Park Board.

The Battlefield Advisory Park Board shall have the right to terminate this agreement upon receiving information that the renting organization/person(s) is using the premises or is engaged in an activity on said premises which is in violation of Federal or State laws, City ordinances or rules and regulations of the City of Battlefield and Battlefield Advisory Park Board.

The renting organization/person(s) **MUST NOT** discriminate on the basis of race, creed, color, national origin, religion, or sex. The Battlefield Advisory Park Board reserves the right to terminate this RENTAL AGREEMENT upon information the renting organization/person(s) is engaging in or intends to engage in illegal discrimination.

The renting organization/person(s) agrees to indemnify, defend, and hold harmless the Battlefield Advisory Park Board from claims and damages because of bodily injury, including death, and from claims for damages to property which may arise both out of and during operations under this RENTAL AGREEMENT whether such operations be by the renting organization or by anyone directly or indirectly employed by the renting organization/person(s). This paragraph shall not apply to any school agency, state university, or political subdivision of the state.

The Battlefield Advisory Park Board does not assume by the rental of said premises responsibilities for the supervision of the activities to be held by the renting organization/person(s) on the premises. Further, the renting organization/person(s) agrees that it has inspected the premises and finds that said premises are suitable for the purpose for which the renting organization/person(s) proposes.

Battlefield Advisory Park Board has the right to cancel this agreement at any time if its staff determines any part of this agreement has been breached by the renting organization/person(s). The renting organization/person(s) may be given an opportunity to correct the breach of this agreement and be allowed use of the area listed in this rental agreement.



**City of Battlefield**  
 5434 S Tower Drive  
 Battlefield, MO 65619  
 (417) 883-5840/ (417) 883-8189 Fax  
 www.battlefieldmo.gov

## Community Room Rental Agreement

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Home Work

Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Activity: \_\_\_\_\_ #of People \_\_\_\_\_  
(Approximate)

Community Rental is a minimum of 3 hours for \$50, with each additional hour \$20. The room can be rented all day, for a maximum 8 hours at \$100.

Projector Rental (Additional cost of \$25) Yes \_\_\_\_\_ No \_\_\_\_\_

*\*\*Replacement of lost or damaged projector remote will be an additional \$80.00\*\**

*A \$25 deposit will be secured as a refundable cleaning deposit. If the facility has not been cleaned, the entire deposit will be retained by the city to cover cleaning expenses. Insufficient check will be charged a \$25 fee. As a renter or responsible representative for the above listed organization, I hereby agree to all of the fees, rules, and regulations that have been presented to me.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Pin #** \_\_\_\_\_ \* (Numbers only, cannot start with 0)

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Below for office use only:

\_\_\_\_\_  
*Advisory Park Board Representative*

\_\_\_\_\_  
*Date*

Rental Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Projector: \_\_\_\_\_ Receipt# \_\_\_\_\_

Payment Type: Cash Check #: \_\_\_\_\_