



3003 N Joplin Street, Pittsburg KS 66762-2540 620.231.9773 AFTER HOURS: 620.249.8364 or 620.249.9723

Name of Renter _____

Day / Date of Event _____ Time Frame desired: From _____ to _____

(Please CIRCLE One)

Rent with / without Alcohol Less than 50 guests \$ _____ per hour with \$ _____ Deposit

Rent with / without Alcohol 51 - 200 guests \$ _____ per hour with \$ _____ Deposit

Extra time for decorating before* \$ _____ per hour; Time frame desired: _____ to _____

Extra time for self-cleaning after* Time frame desired: _____ to _____ Vacate Time: _____

*30 minutes before and after event is allowed at no charge.

Received \$ _____ on _____; Remaining due: \$ _____ by _____

Address of renter _____

City _____ State _____ Phone # _____

Email: _____

Renter's Emergency Contact: _____ Phone #: _____

CLEANING AGREEMENT

_____ Renting party will clean the building after use. If you choose to clean, please abide by the attached Terms of use to receive a complete refund of your deposit.

_____ The HCCC staff will clean after your event for an estimated fee of \$ _____ to \$ _____

RENTER RESPONSIBILITY

The renter agrees to abide with our Terms of Use and to indemnify and hold harmless the owner of the Homer Cole Community Center and any tenant / subtenants from any claims, demands and liabilities arising out of—or resulting from—liability due to the rental of the facility. If the building or any contents are damaged or missing, you are responsible for necessary repairs or replacement. You further agree to assist and cooperate with Homer Cole Community Center in its defense of any claims pertaining your occupancy of the facility at the time of the claim. If for any reason Pittsburg Officials are notified due to your event, there may be an additional assessment, to be deducted from your deposit or paid directly.

By signing below, you agree to terms stated in this contract and the Terms of Use.

Responsible Individual (sign) _____

Name of Renter (Please print full name) _____

May HCCC advertise your event on our Digital Billboard on Joplin Street?

IF YES, what should we say? _____

And when do you want it posted: dates/times: _____ TO _____



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TERMS OF USE FOR THE HOMER COLE COMMUNITY CENTER

1. The Homer Cole Community Center (Center) is normally open for use from 9am to 4pm Monday thru Friday. However, the Center is available during other hours and/or weekends with prior arrangements. All activities conducted in the Center must be legal in nature. **Maximum occupancy is 350 guests. NO GUNS OR WEAPONS ARE ALLOWED IN THE FACILITY AT ANY TIME.**
2. Any and all persons using the facility will share the responsibility for general clean-up of the facility, including but not necessarily limited to:
 - a. After use, all furniture and equipment will be returned to its designated place. Tables need to be wiped off and left up, we will put them away.
 - b. All trash, plastic and paper ware will be deposited in the trash receptacle.
 - c. Used beverage containers will be deposited in the appropriate recycling container.
 - d. Beverages and food spills will be cleaned up immediately.
 - e. Thermostat setting will not be adjusted by anyone other than the responsible individual.
 - f. No lessee or guest of renter shall be allowed to set up or operate the Homer Cole Community Center audio/video system without first receiving prior approval of the Director.
 - g. The Center should be inspected prior to rental with any current damage noted. It is required that the Renter leave the center in the condition they found it. Any additional cleanup required by the Center or any damage/missing items will be assessed to the Renter.
 - h. Please request staff assistance on use of the window blinds (please use the chain loop on right).
 - i. **NO TAPE OR NAILS, PLEASE** on walls, tables or ceilings; *3M Command Strips (or similar) are OK.*
3. Unless otherwise specified, there will be no alcoholic beverages consumed on the premises, inside or outside. **NO BEER BOTTLES, NO SMOKING, NO CONFETTI IN THE BUILDING AT ANY TIME, PLEASE!**
4. Reimbursement to the Homer Cole Community Center will be required for any equipment, furniture, ceiling tiles or other damage and for removal of any item belonging to the Center. Even if you contract us to clean-up, the trash must be in receptacles, with the counter, tables and floor spills cleaned. A cart with cleaning supplies and a mop and bucket are left in the hall for your convenience.
5. Consumption of alcoholic beverages will be allowed on the premises (ONLY if requested in advance), but no person under the legal drinking age of 21 will be allowed to consume alcohol at any time. The person who signs the rental agreement further agrees to exercise control of any and all alcoholic beverages consumed on the premises. No alcoholic beverages will be consumed outside the facility. A guest may bring an individual container of preferred alcohol (BYOB) with prior approval.
THERE CAN BE NO SELLING OF ALCOHOL ON THE PREMISES, PUNISHABLE BY LAW.

(Over)



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6. Anyone using the facility will ensure that all areas used are returned to its prior condition found. Keys must be returned by the agreed-upon time following the event.
7. In the event of a cancellation by the renter, 100% of the fees will be refunded if at least two weeks notice is given prior to the reservation date. If not, an administrative fee of 10% (ten percent) of the rental fee taken from the deposit.
8. Clean-up of inside and outside the facility must generally be completed by 11:59pm, unless prior arrangements are made. If the responsible person chooses to have the facility cleaned by HCCC staff, arrangements can be made when signing the contract. HCCC cleaning outside of normal business hours may incur higher costs.
9. All activities must end and the building cleaned / vacated no later than the time specified.
10. Failure to meet any portion of the *Terms of Use* for use of the Center may result in the forfeiture of ALL or part the deposit plus additional assessments, if applicable. The Center may suspend violators the use of the facility for a period of time as determined by the Board of Directors.
11. The Center's rental rates may vary depending on the type of event, the public and societal benefit of the event, the use of alcohol, and / or the tax-exempt status of the renter.
12. Renter acknowledges security cameras continuously monitor all activities (inside and out, including real-time access capabilities) and any video/sound remains the property of the Center; recordings may be turned over to authorities if deemed appropriate or legally required, and use of its facilities does not guarantee a right to privacy while utilizing the Center.