



Rental Agreement for the
City of Quinter Community Room

Reservation Date: _____

Event Type/Description: _____

Start Time: _____ End Time: _____

Name of Lessor: _____

Address: _____ Phone Number: _____

Email Address: _____

Alternative Contact Name & Number: _____

CITY HALL HOURS OF OPERATION:

- The City of Quinter's Published hours are: Monday-Friday 9AM-12:30PM & 1PM-5PM.
- The Community Room may be rented during published hours if the event does not interfere with the conduction of regular business.
- The Community Room is available for rent on evenings and weekends, as needed, for classes, workshops, exhibitions, performances, and other miscellaneous meeting needs.



USE OF THE CITY OF QUINTER COMMUNITY ROOM:

- No event will be allowed to charge an "Admission Fee."
- **FEES**
 - \$50 Minimum City Business/Resident
 - \$65 Minimum Non-City Business/Resident
 - \$200 Deposit due to lock change and the need to replace keys to front entrance of city hall. We hold the deposit until key is returned and facilities are inspected.

CITY RESIDENT/BUSINESS RENTAL RATE

\$50 Half Week/Weekend Day - 4 Hours

\$50 Week Day - 8 Hours

\$100 Weekend Day - 8 Hours

\$250 Full Weekend - From Friday at 5PM until Monday at 8AM

NON-CITY RESIDENT/BUSINESS RENTAL RATE

\$65 Half Week/Weekend Day - 4 Hours

\$65 Week Day - 8 Hours

\$150 Weekend Day - 8 Hours

\$300 Full Weekend - From Friday at 5PM until Monday at 8AM

- All activities will be scheduled by City Staff one month in advance if at all possible.
- Staff at the City of Quinter will give a set of rules and policies to the sponsoring group or persons when an event is scheduled.
- Any group or person using the Community Room is responsible for leaving the premises in the same excellent condition in which it was found. City Staff can explain this condition if needed.
- The consumption/sale of any alcoholic beverage is prohibited in the Community Room. It may be provided after the City Council has voted on a written request and granted only for a privately sponsored event. The beverage must be provided by the private sponsor and never provided by public funds.

- Anyone not conducting themselves with good judgement, taste, and moderation in the City of Quinter Community Room will be asked to leave by the City Administrator, City Marshall, Mayor, or City Council President.
- No smoking will be allowed in the City of Quinter Community Room.
- Any group using the Community Room is responsible for hosting the event and must have a member of their organization present for the **entire** event.
- The City of Quinter will provide up to 100 chairs and 10 up to 10 tables for an event, but additional chairs are the organization's responsibility.
- All trash should be collected in the bins provided, then taken out to the large receptacle outside of the kitchen door.
- Liquids should not be put into the trash. Liquids in disposable containers should be emptied into the sink and the container placed in the trash. **There is no garbage disposal**, therefore, no food scraps are to be discarded in the sink.
- The Community Room's limited dishes/glasses may be used with a strict understanding that any damages incurred will be paid for by the sponsoring group or person(s). All other supplies must be provided by the sponsoring organization.
- The group or persons using the Community Room must bring their own food.
- **Cleanup of the Community Room is the responsibility of the sponsoring organization after any event.**
- If there are any questions regarding these matters, please check with the City Staff.



FEES + DEPOSIT (Separate Checks)

Rental Fee Check #: _____ Amount: _____ Date: _____

Deposit Check #: _____ Amount: _____ Date: _____

PLEASE READ PRIOR TO SIGNING COMMUNITY ROOM AGREEMENT:

The holder of this agreement has priority use of the above facilities on the day(s) and times reserved. It is understood that the user (lessor) agrees to be the responsible party if the Community Room has not been maintained properly during usage and may be billed a clean-up fee. The City Administrator, City Marshall, Mayor, or City Council President has the authority to ask any party to leave the room if complaints are made or conduct is inappropriate in the City of Quinter Community Building.

Lessor Signature: _____ Date: _____

City Representative Signature: _____ Date: _____