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## COMMUNITY ROOM RENTAL AGREEMENT

Date Request Turned in to City Hall: \_\_\_\_\_

Start Date & Time: \_\_\_\_\_ End Date & Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_  
Name of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative Contact Name & Number: \_\_\_\_\_

### **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 Quinter City Marshal, Gove County Sheriff's Department, Mayor/Administrator/Clerk of the City of Quinter has the authority to ask any party to leave the park if complaints are made or conduct is inappropriate in any of the City of Quinter's facilities/properties.*

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**FEES FOR USE OF THE CITY OF QUINTER COMMUNITY ROOM:**

• **FEES**

- \$50 Minimum City Business/Resident
- \$65 Minimum Non-City Business/Resident
- \$200 Refundable Deposit - We hold the deposit until key is returned and facilities are inspected.

**CITY RESIDENT/BUSINESS RENTAL RATE**

**\$50 Minimum – 4 Hours or Less**

**\$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 Minimum – 4 Hours or Less**

**\$65 Week Day – 8 Hours**

**\$150 Weekend Day – 8 Hours**

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



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## **RULES FOR USE OF THE CITY OF QUINTER COMMUNITY ROOM:**

- No event will be allowed to charge an “Admission Fee.”
- All activities will be scheduled with City Staff one month in advance if possible.
- 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.
- 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 has about 80 chairs and 8 rectangular tables available 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.

### **AVAILABLE RENTAL TIME/DAYS INFORMATION:**

- The City of Quinter's office hours are:
  - **Monday-Friday 9AM-12:30PM & 1PM-5PM.**
- The Community Room may be rented during office 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 and event needs.



## HOLD HARMLESS AGREEMENT: COMMUNITY ROOM

This AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the City of Quinter, Kansas hereinafter, "CITY" and the below identified renter, herein after "RENTER", whether one or more, the parties agree as follows:

- 1. Renter has completed the "CITY OF QINTER COMMUNITY ROOM RENTAL."**
- 2. Renter agrees to abide by all city codes, regulations, and rules during use of the City owned property.**
- 3. Renter agrees to indemnify and hold harmless the City and its agents and assigns against all injury, loss, damage, costs, and expenses that user may sustain or incur arising from the use of any of the City owned facilities.**
- 4. This Agreement is binding on all parties, their agents, and assigns.**

**UNDERSTOOD AND AGREE TO THE DATE AND YEAR FIRST WRITTEN ABOVE:**

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_