



City of Huxley
Safe Room Rental Agreement



*In the event of a storm and Safe Room is needed for public use,
all tables and chairs will be removed and rental fee will be reimbursed.*

Huxley Safe Room House Rules

No Early Entrance into Facility Until Date and Time of Rental

- You must be 18 years of age to rent the facility.
- The number of people using the center is not to exceed 148 per half or 296 per full room.
*Facility has 18 rectangle tables and 10 round tables (tables will seat 8 people) and offers 295 chairs.
If additional tables and chairs are needed renter must provide.*
- Sticky Tak or Painters Tape is the ONLY substance used to adhere materials to the walls. No tape, tacks, pins, nails, or similar items.
- The Safe Room key must be returned to City Hall or put in the utility drop box in parking lot at City Hall after cleaning is completed by renter.
- Safe Room must be cleaned according to the regulations listed below.
- Evening renters must clean up and be out by midnight.
- The deposit will be refunded only after approved inspection by the City of Huxley.
- NO SMOKING inside building or on City grounds.
- Only beer and wine shall be allowed on premises.
- No beer or wine shall be served after 11:00 p.m.

Cleaning Regulations Check List

- _____ Wipe off all tables and counters
- _____ Put away all tables and chairs PROPERLY onto storage carts and return to storage area.
- _____ In kitchen: clean stove, oven, microwave, refrigerator (anything left in refrigerator will be discarded), counters, sink, and sweep and mop floor.
- _____ Sweep all floors and entrance rug and mop up any tracked in messes, spills, or stains.
- _____ Take out garbage (including bathrooms) and put in outside dumpster located on the north side of the north parking lot in enclosed brick structure.
- _____ Make sure all toilets have been flushed _____ Close and lock all doors
- _____ Return key _____ DAMAGE TO PROPERTY
- _____ Thermostat must be returned to 65 degrees in winter/80 degrees in summer

Failure to abide by any of the rules or cleaning regulations may result in forfeiture of deposit.

Rental Date: _____

Rental Time: _____

Full _____

North half _____

South half _____

Name of Rental Party: _____

Address: _____

Phone: _____

Total Rent Paid: _____

Total Deposit Paid: _____

By signing this Agreement, the renter hereby acknowledges that they have read this Agreement and understands the terms and conditions and agrees to abide by all rules and regulations as stated in this Agreement. Failure to abide by all rules and regulations in this Agreement may result in denial of future rentals and/or forfeiture of deposit. The renter assumes all responsibility if beer and wine is served and will be responsible for any damage to facility or grounds.

Signed: _____

Date: _____



**City of Huxley
Safe Room
Rental Agreement
Effective November 1, 2014**



Safe Room Rates

RENTAL RATES

Half Facility:

\$50 first hour, \$25 each additional hour

Full Facility:

\$100 first hour, \$30 each additional hour

REFUNDABLE DEPOSIT RATES:

\$100.00

\$150 beer/wine

*Safe Room will be patrolled by Huxley Police Department.
Police officer on duty will monitor activity at Center.*

FOR OFFICE USE ONLY

Rent Paid: \$ _____ Cash _____ Check # _____ Credit/Debit Card _____

Deposit Paid: \$ _____ Cash _____ Check # _____ Credit/Debit Card _____

Key Issued: _____

Cleaning Check List:

1. _____ All tables wiped off
2. _____ All tables properly put away on carts
3. _____ All chairs properly put away on carts
4. _____ Stove, oven, and microwave clean
5. _____ All counters wiped off
6. _____ All floors swept and clean
7. _____ All spills/stains mopped up
8. _____ All garbage containers emptied
9. _____ No food in refrigerator
10. _____ Toilets flushed
11. _____ All lights turned off

Inspected by: Name _____ Date: _____ Time: _____

Key Returned: _____ yes _____ no Deposit Refunded: _____ yes _____ no

Deposit Returned: _____ mail _____ in person _____ shredded Date: _____

There is additional parking available on the back (west) side of building if needed.