



HUXLEY
— HEART OF THE PRAIRIE —

**City of Huxley
Nord Kalsem Community Center
Rental Agreement
Effective October 1, 2008**



HUXLEY
— HEART OF THE PRAIRIE —

Community Center House Rules

- You must be 18 years of age to rent the facility.
- No early check-ins or late departures. Renters are to arrive at designated rental time. **Failure to abide by this rule will result in forfeiture of deposit.**
- The number of people using center is not to exceed 300.
- All tables and chairs must remain on premise.
- Sticky Tak or Painters Tape is the ONLY substance used to adhere materials to the walls. No tape, tacks, pins, nails or similar items etc.
- Ceiling clips must be used to hang any object(s) from the ceiling. Clips will be provided by the City and must be returned with key. Renter will be charged for missing clips.
- The Community Center 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.
- Community Center must be cleaned according to the cleaning regulations listed below.
- Evening renters must clean up and be out by midnight.
- Deposit will be refunded after inspection by the City of Huxley.
- Congregate meal programs and Huxley Senior Citizens have priority use of the building Monday through Friday, 8:00 am to 5:00 pm.
- NO SMOKING inside building or on Nord Kalsem park 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. Return tables to table carts.
- _____ Put all chairs away on chair carts and return to storage area.
- _____ In kitchen: clean stove, oven, counters, sink and sweep and mop floor (mop and bucket are available in the custodial closet).
- _____ Sweep all floors and mop up any tracked in messes, spills or stains.
- _____ Return all ceiling clips
- _____ Take out garbage (including bathroom) and put in trash container on southwest side of building.
- _____ Reset thermostat to original position (55 degrees/winter, 80 degrees/summer).
- _____ Close and lock all windows and doors.
- _____ Turn off all lights.

Rental Date: _____ Rental Time: _____

Name of Rental Party: _____ Address: _____

Phone Number: _____

Total Amount Paid: _____ Total Deposit Paid: _____ Key # _____

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 part or all deposit. The renter assumes responsibility if beer and wine is served and will be responsible for any damage to facility or grounds.

Signed:  _____

Date: _____ 

HUXLEY

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Nord Kalsem Community Center

Rental Rates

Effective October 1, 2008

Community Center Rates

RENTAL RATES:

\$10.00/hour

No early check-ins or late departures.

Renters are to arrive at designated rental time.

Failure to abide by this rule will result in forfeiture of deposit.

DEPOSIT RATES:

\$100.00

\$150.00 beer/wine on premises

Community Center will be patrolled by Huxley Police Department. Police officer on duty will monitor activities at facility.

FOR OFFICE USE ONLY

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

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

Key Issued: _____

Cleaning Check List:

1. _____ All tables wiped off
2. _____ All tables put away
3. _____ All chairs put away
4. _____ Stove and oven clean
5. _____ All counters wiped off
6. _____ All floors swept
7. _____ All spills/stains mopped up
8. _____ All garbage containers emptied
9. _____ Both thermostats reset
10. _____ All windows closed and locked
11. _____ All lights were turned off
12. _____ No ceiling clips left

13. Damages _____

Inspected by: Name _____ Date: _____ Time: _____

Comments:

Key Returned: _____yes _____no Deposit Refunded:

Deposit Returned: _____ mail _____ in person _____ other means