



HUXLEY
— HEART OF THE PRAIRIE —

Safe Room Rental Agreement

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

SAFE ROOM RATES

Effective June 1, 2018

Rental Rates

Deposit: \$150

Half Facility (65 ft X 34 ft): \$50 per hour

Full Facility (65 ft X 68 ft): \$100 per hour

Wedding Package

Deposit: \$1,000

Full Facility: \$1,500 for two consecutive days

SAFE ROOM REGULATIONS

NO EARLY ENTRANCE INTO FACILITY UNTIL DATE & TIME OF RENTAL

Failure to comply will result in forfeiture of deposit.

- 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 the center is not to exceed 148 per half or 296 for the full room.
- Facility has approximately seventeen 6 ft. rectangle tables and approximately ten 6 ft. round tables. If additional chairs and tables are needed they must be provided by the renter.
- Sticky Tack, Command Strips, and Painters Tape are the ONLY substances that can be 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 placed in the utility drop box in the parking lot at City Hall after cleaning is completed by renter.
- Facility must be cleaned according to the cleaning regulations checklist.
- The deposit will be refunded only after approved inspection by the City of Huxley.
- NO SMOKING inside building or on city grounds.

Name of Rental Party: _____ Phone: _____

Rental Date: _____ Rental Time: _____

Total Rent Paid: _____ Deposit Paid: _____

KEY PICKUP PROCEDURE

The rental key can be picked up at the Parks and Rec department

located within the 3C's building 30 minutes prior to the designated rental time.

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 alcohol is served and will be responsible for any damage to facility or grounds.

Signed: _____ Date: _____