



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

Refundable Deposit

\$150

Rental Rates

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

Rate: \$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.
- The number of people using the center is not to exceed 148 per half or 296 for the full room.
- 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 Parks and Recreation 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.
- 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.

Failure to abide by any of the rules or cleaning regulations will result in forfeiture of the deposit. The Safe Room will be patrolled by the Huxley Police Department. The police officer on duty will monitor activities at facility.

Name of Rental Party: _____ Phone: _____

Rental Date: _____ Rental Time: _____

Full Facility: _____ Half Facility: _____ North _____ South _____

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: _____

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

FOR OFFICE USE ONLY

Key can be issued on: _____ between: _____

Key number issued: _____

Inspected by: _____ Date: _____ Time: _____

Key Returned: _____ yes _____ no

Deposit Refunded: _____ yes _____ no Reason: _____

Preferred Deposit Return Method: _____