

# Rental Agreement for City Buildings

\_\_\_\_\_ Flickinger Building

\_\_\_\_\_ City Hall Auditorium

Date(s) Requested: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

## Fees:

### Flickinger Building:

**\$50.00 Deposit**

**\$35.00 per day\***

Approximately 8 Tables and 40 Chairs. If more tables and chairs needed there will be an additional \$25.00 charge to move tables from the City Hall to the Flickinger Building. **Please note: City Employees are the only persons able to move tables and chairs between locations.**

### City Hall Auditorium

**\$50.00 Deposit**

**\$45.00 per day\*\***

Approximately 10 Tables and 50 Chairs. If more tables and chairs needed there will be an additional \$25.00 charge to move tables from the Flickinger to the City Hall. **Please note: City Employees are the only persons able to move tables and chairs between locations.**

The maximum number of tables available for use is approximately 18 and the total number of chairs available is approximately 90 chairs.

**Deposit to be refunded upon inspection of building and the return of the key. To receive full refund on deposit floors and counters must be clean.**

**\*Non-Residents \$70.00 per day**

**\*\*Non-Residents \$90.00 per day**

**CITY OF BURRTON**  
**BUILDING RENTAL AGREEMENT**  
**NO ALCOHOL ON CITY PROPERTY ALLOWED**

**\*\*\*\*\* Check List \*\*\*\*\***

**In order to receive your deposit for building rental back  
the following list must be completed:**

- 1) Put all tables and chairs in the storage room. ( If any tables or chairs are damaged you will be responsible for the damage.**
- 2) Empty trash- kitchen and bathroom and replace trash bags.**
- 3) All floors must be swept (brooms are in closet by back door.)**
- 4) Mop any spills.**
- 5) Empty your contents out of refrigerator and wipe out.**
- 6) Clean off counters and wipe off.**
- 7) Rinse sink out.**
- 8) Turn lights out and make sure the door is locked.**

**After keys are turned into the City Office -  
It will be decided upon inspection by the City Janitor if a  
deposit will be refunded.**

**City of Burrton**

User also agrees that during the time the building is being used:

1. No illegal activity will take place on the premises.
2. That User will be responsible for any damage to premises during the use time. settlement for damage to be made in cash.
3. That premises will be turned back to City at the end of the use period.
4. That premises will not be sublet by User.
5. User will be responsible for trash being properly sacked and placed in the designated area.
6. User is responsible for cleaning of premises within a 24 hour period of the use.
7. User is responsible for any damage to furniture, appliances or other personal property belonging to City and located on the premises.
8. User agrees there will be no staples, tacks, nails, screws, duct tape, masking tape, wire or other type anchoring device used inside or outside of said building nor on any of the furniture therein.
9. User will not obligate City for any service or repair or any other expense.
10. User agrees that employees of City may enter premises at any time for any reason during use period.
11. User will return the key to the City office or night deposit within a 24 hour period of the use.
12. User will have use of limited paper supplies that are provided by the City. User must provide additional paper supplies, ie. paper towels and toilet tissue.

The parties hereto agree that this written Agreement is the only one that exists between the parties. Any changes hereto must be in writing and signed by both parties. The City will not be liable for any loss or damage to property belonging to User and User holds the City harmless from any claim for loss or damage to property owned by User.