

CITY OF LAUREL RENTAL AGREEMENT

FACILITY: Laurel Community Center
Building, Parking Lot and surrounding City-owned property
302 East 2nd Street
Laurel, NE 68745

PARTIES:

“LESSOR” - City of Laurel
302 East 2nd Street
Laurel, NE 68745

“LESSEE” – Name(s): _____
Address: _____
Phone #: _____
Email: _____
Description of Event: _____
Approximate Number Attending: _____
Date of Event: _____
Additional Days for set-up/cleaning: _____

THIS AGREEMENT made this _____ day of _____, 20____, by and between the City of Laurel, Nebraska, a Municipal Corporation, hereinafter referred to as “City” and “Lessor”, and the party set forth above as LESSEE, hereinafter referred to as “Lessee” (whether one or more).

1. **Date of Rental.** Lessee’s occupancy of the areas selected on **Exhibit A** at the Laurel Community Center (hereinafter referred to as “Facility”), shall commence at (TIME) _____ on the _____ day of _____, 20____ and continue until (TIME) _____ on the _____ day of _____, 20____.
2. **Rental Rates.** The rental rates are provided in **Exhibit A** of this Agreement. In order to hold a reservation, the full fee of \$_____ is due upon the execution of this Agreement. Payment must be made when returning this Agreement to the Community Center Event Director at the City of Laurel office located within the Facility.
3. **Cleaning/Damage Deposit.** In addition to the rental rate for the reserved areas, a separate check payable to the City of Laurel shall be provided for cleaning and/or damage costs. The cleaning/damage deposit amounts are provided in **Exhibit A** of this Agreement shall be paid at least 30 days prior to scheduled event. The cleaning/damage deposit will be held until a walk-thru of the Facility has been completed by Lessor following the event. Lessee shall be responsible for all damages and Lessee’s liability shall not be limited to the amount of the deposit. The deposit will be retained by Lessor to cover any necessary cleaning and/or damage costs, other than ordinary wear and tear, occurring to Facility or equipment therein. The deposit may also be applied to cover the cost of cleaning any item not completed on the cleaning list and as provided in **Exhibit B**. Under no circumstances can the deposit be applied by Lessee to pay rent due or in lieu of cleanup. The terms of the deposit return are provided in **Exhibit B**.

4. **Cancellation.** All cancellation requests must be provided to Lessor in writing or by email. The refund policy for cancellation requests received in writing prior to the event date is as follows:

	Consecutive-Day Refund Amount	Single-Day Refund Amount
12 to 24 Months Prior to Event	50%	N/A
6 to 12 Months Prior to Event	0%	50%
Less than 6 Months Prior to Event	0%	0%

5. **Keys to Facility.** Lessee may pick up the key from Community Center Event Director/Designee on the contracted day. If Lessee’s event is scheduled on a Saturday, Sunday or holiday, Lessee must make arrangements to pick up the key from Community Center Event Director/Designee for the contracted day(s) in advance. Possession of keys does not grant access to facility prior to or after contracted times. The keys must be returned to the Community Center Event Director following the rental and after cleaning of the facility. In event Lessee fails to return keys, Lessee will be liable for the cost of replacement keys.

6. **Damage to the Facility.** Lessee agrees to be responsible for all damage to the Facility during the rental term, and agrees to pay for all damage in excess of the cleaning/damage deposit. Damage caused by Lessee, Lessee’s guests, invitees, employees, agents, or others permitted by Lessee to be in the Facility.

7. **Use of Facility.** Lessee further agrees to use the Facility solely for legal and proper functions. Lessee, Lessee’s guests, invitees, employees and agents agree not to do anything in the Facility which would increase insurance rates or fire hazards or violate any municipal ordinances or codes or state laws. Use of the Facility at night shall not extend past 1:00 A.M. All cleanup work must be completed, all equipment/material removed, and the Facility vacated by 2:00 A.M. or one hour after the completion of the event, whichever occurs earlier.

8. **Forfeiture.** Failure on the part of Lessee to comply with any of the provisions of this Agreement shall, at the option of Lessor, constitute forfeiture thereof. In the event of said forfeiture the event shall end immediately and the Rental Fee shall be forfeited to Lessor. In addition, Lessor reserves any rights or remedies which may be available to Lessor at law or equity.

9. **Right to Enter.** Lessor shall have the right to enter the Facility at any time during the term of this Agreement.

10. **Rules and Regulations of Facility.** Lessee is aware of the regulations governing the use of the Facility as outlined in **Resolution 2021-380**. Further, Lessee acknowledges the following:

- a. No tobacco products are allowed in the Community Center, near entrances, or on facility patios.
- b. Smoke and fog machines are prohibited.
- c. Pyrotechnics and sparklers are prohibited.
- d. Personal possession of firearms is prohibited within the facility with the exception of law enforcement officers with jurisdiction. Event Center Director must be notified upon execution of this rental agreement when firearms or weapons are being displayed as part of a show or exhibition.

11. **Alcohol.** Lessee is responsible for compliance of all State and local liquor regulations. Alcohol service ends 30 minutes prior to conclusion of an event. No alcohol shall be served after **12:30 A.M.** No drinks are allowed on the dance floor. Lessee shall not knowingly tolerate a violation of liquor laws. Specifically, no drinking by any person under the age of 21 and no procuring alcohol for any person under the age of 21 allowed. No kegs are allowed on the property. Lessee makes the following disclosures regarding alcohol that will be served at Lessee's Event:

Event be open to the general public	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alcoholic Beverages will be consumed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alcoholic Beverages will be sold	<input type="checkbox"/> Yes	<input type="checkbox"/> No

12. **Property of Lessee.** Lessor assumes no liability or responsibility for the personal property of Lessee, Lessee's guests, invitees, employees or agents. Any property left in or about the Facility before, during, or after the rental term shall, at the option of Lessor, be deemed abandoned and become property of Lessor.

13. **Destruction of Facility.** In the event the Facility is totally destroyed by fire, rain, wind, or other causes beyond the control of Lessor, or are condemned and ordered torn down by any properly constituted authorities of the Federal, State, County, or City Governments, then in any of these events, this Agreement shall cease and terminate as of the date of such destruction and the entire rental fee and cleaning/damage deposit shall be returned to Lessee.

14. **Decorating Facility.** Decorating for events will be allowed within the guidelines set forth by Lessor and as provided in **Exhibit B.** No tacks, tape, nails, etc. will be allowed on the walls, floors/stage, or ceiling.

15. **Cleaning following Event.** Lessee is responsible for cleaning after Lessee's event. A complete checklist of Lessee's cleaning duties is included in this Agreement and is provided in **Exhibit B.** Lessee agrees to complete all items on the checklist at the end of Lessee's Event. All cleanup work must be completed, all equipment/material removed, and the Facility vacated by 2:00 A.M. or one hour after the completion of the event, whichever occurs earlier.

16. **Chairs and tables.** Chairs and tables are available for Lessee's use and are stored in the storage areas at the north end of the Facility. All set up of tables, chairs, and service arrangements shall be completed by Lessee, unless other contract services are arranged. Tables must be wiped down, and chairs must be returned to the storage area when the event is over. Instructions are posted in the chair closets regarding proper return of the chairs and tables. Lessee agrees to follow the same. Tables must be carried, not slid on the floor.

17. **Property of Facility.** No tables, chairs, utensils, or furnishings shall be removed from the Facility. Lessee shall furnish their own dishes, silverware, towels, table covers, napkins and other such items.

18. **Surveillance Cameras.** In an effort to prevent vandalism and damage to the property, cameras and/or monitoring devices may have been installed in the common areas and exterior of the Facility. The cameras and monitoring devices, if any, are used for the limited purpose of monitoring conduct of persons who may cause damage and destruction to the Facility and shall not be available for inspection or use by Lessee unless requested by city, county, or state law enforcement officers.

19. **Indemnify/Hold Harmless.** Lessee agrees to be responsible for any liability or damage done to the Facility by Lessee, Lessee's guests, invitees, employees or agents. Lessor shall not be liable for any loss, damage, death, or injury of any kind or character to any person or property caused by or arising from an act or omission of the Lessee, or any of Lessee's guests, invitees, employees or other agents, or from any accident or casualty caused by the failure of the Lessee to maintain the Facility in a safe condition or arising from any other cause. As a material part of the consideration of this Agreement, Lessee waives on its behalf all claims, demands, judgments and expenses against Lessor for any such loss, damage, death, or injury of the Lessee, Lessee's guests, invitees, employees or other agents. Lessee agrees to indemnify and hold Lessor free and harmless from all liability of any such loss, damage, death, or injury to Lessee, Lessee's guests, invitees, employees or other agents, and from all costs and expenses arising therefrom, including but not limited to attorney fees. Lessee agrees to indemnify and hold harmless Lessor, the City, City Council, its officers, employees and agents, from any and all claims, actions, suits, costs, damages, and liabilities resulting from the breach of this Agreement, negligent actions, willful misconduct or omissions of Lessee, and Lessee's guests, invitees, employees, and agents.
20. **No Discrimination.** Lessee shall not discriminate in its use of Facility with respect to any class of persons protected by state or federal laws, including for reasons of race, sex, national origin or religion.
21. **Emergency.** In the event of an emergency, Lessor reserves the right to cancel this Agreement for use of Facility without notice when such emergency is deemed necessary by the Lessor. Lessor will take all reasonable efforts not to cancel the Agreement. The Facility is a designated shelter in times of emergency. If the event is canceled by Lessor due to an emergency the full Rental Fee/Damage and/or Cleanup Deposit previously paid by the Lessee would be returned in full.
22. **Use not Exclusive.** Lessor has the right to rent out portions of Facility not otherwise reserved by Lessee. Lessee acknowledges there may be more than one event going on at the same time.
23. **Entire Agreement.** This Agreement constitutes the entire understanding between the parties and can only be amended by agreement of the parties in writing. No representations by Lessee or the Lessor or the parties' agents not included herein shall be binding on the parties.
24. **Partial Invalidity.** If any term or provision of this Agreement or the application thereof to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
25. **No Assignment.** Lessee shall not sell or assign this Agreement, or sublet under this Agreement, without written consent of Lessor.
26. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.
27. **Payment of Enforcement Expenses.** Lessee agrees in the event Lessee breaches this Agreement Lessee shall pay all costs and expenses that may be incurred by Lessor from enforcing the terms of this Agreement, including a reasonable attorney's fee.

28. **Counterpart Signatures.** The PARTIES agree that this Agreement may be signed in multiple counterparts, each of which, when taken together, will constitute but one and the same instrument.

The PARTIES hereby bind themselves, their heirs, assigns, and legal representatives to the faithful performance of this Agreement.

IN WITNESS WHEREOF, the said PARTIES hereto have executed this Agreement the day and year stated above.

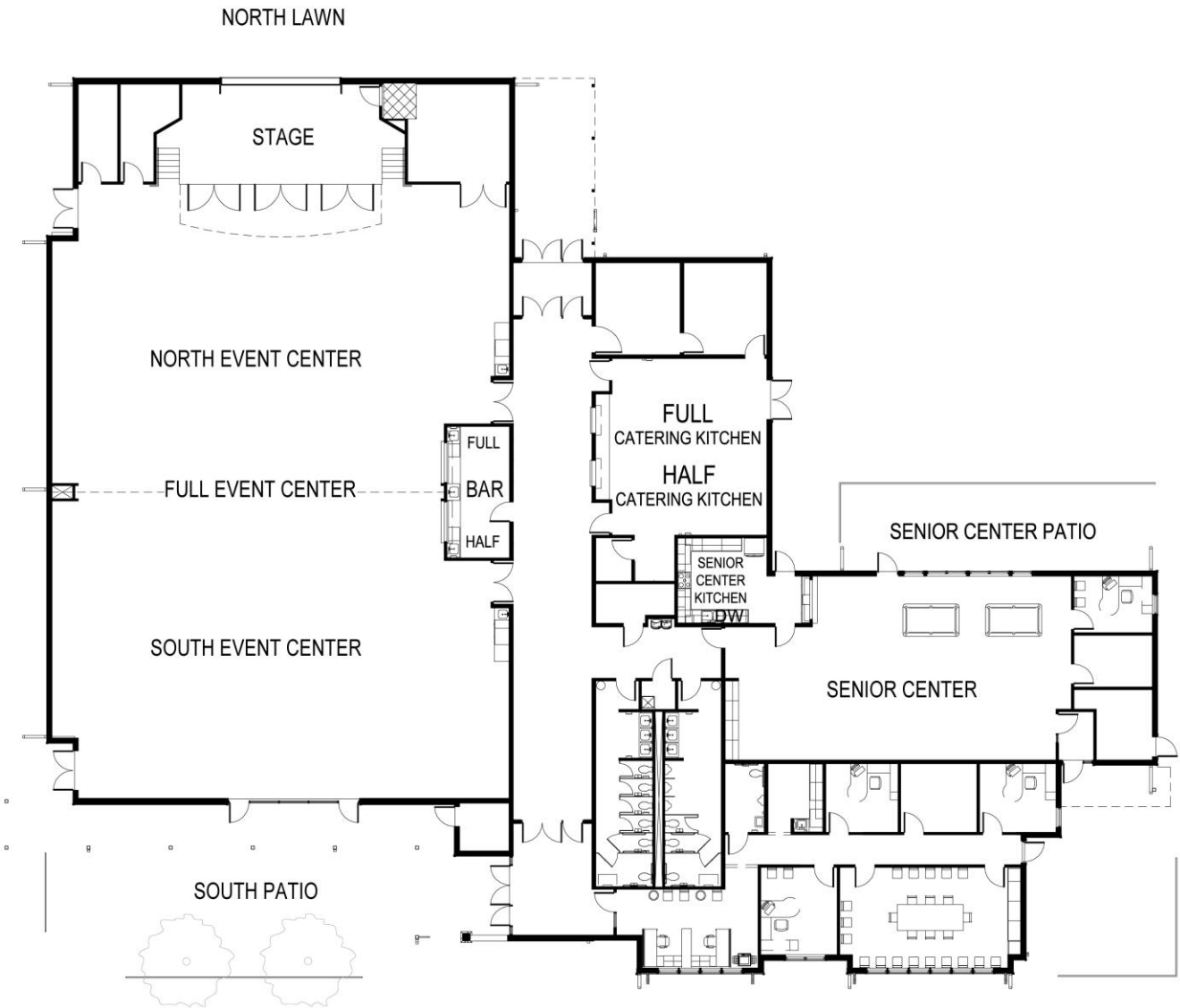
LESSOR

LESSEE

DATE

EXHIBIT A

*Please **CIRCLE & INITIAL** contracted rental areas:*



**City of Laurel
EVENT CENTER / SENIOR CENTER RENTAL RATES**

City of Laurel Policy/Contract Approval Date: _____

ALL POLICIES, GUIDELINES, USAGE FEES & CHARGES ARE SUBJECT TO PERIODIC REVIEW

Day of Week	Facility Use	Hours	Rental Fee	Cleaning/Damage Deposit
3 Consecutive Days Thurs-Fri-Sat	Event Center Entire Facility (Capacity 400)	Day of Event: 8:00 AM to 1:00 AM Includes - Catering Kitchen, Bar, South Patio, Stage	\$1750	\$1,000
3 Consecutive Days Fri-Sat-Sun	Event Center Entire Facility (Capacity 400)	Day of Event: 8:00 AM to 1:00 AM Includes - Catering Kitchen, Bar, South Patio, Stage	\$1750	\$1,000
2 Consecutive Days Thurs-Fri	Event Center Entire Facility (Capacity 400)	Day of Event: 8:00 AM to 1:00 AM Includes - Catering Kitchen, Bar, South Patio, Stage	\$1200	\$1,000
2 Consecutive Days Fri-Sat	Event Center Entire Facility (Capacity 400)	Day of Event: 8:00 AM to 1:00 AM Includes - Catering Kitchen, Bar, South Patio, Stage	\$1600	\$1,000
2 Consecutive Days Sat-Sun	Event Center Entire Facility (Capacity 400)	Day of Event: 8:00 AM to 1:00 AM Includes - Catering Kitchen, Bar, South Patio, Stage	\$1200	\$1,000
Single Day Rental Friday or Saturday	Event Center Entire Facility (Capacity 400)	Day of Event: 8:00 AM to 1:00 AM Includes - Catering Kitchen, Bar, South Patio, Stage	\$1,000	\$1000
Single Day Rental Sunday-Thursday	Event Center Entire Facility (Capacity 400)	Day of Event: 8:00 AM to 1:00 AM Includes - Catering Kitchen, Bar, South Patio, Stage	\$500	\$500
Single Day Rental Friday or Saturday	Event Center North Half (Capacity 200)	Day of Event: 8:00 AM to 1:00 AM Includes - ½ Catering Kitchen, ½ Bar, Stage	\$500	\$500
Single Day Rental Friday or Saturday	Event Center South Half (Capacity 200)	Day of Event: 8:00 AM to 1:00 AM Includes - ½ Catering Kitchen, ½ Bar, South Patio	\$500	\$500
Single Day Rental Sunday-Thursday	Event Center North Half (Capacity 200)	Day of Event: 8:00 AM to 1:00 AM Includes - ½ Catering Kitchen, ½ Bar, Stage	\$300	\$300
Single Day Use Sunday-Thursday	Event Center South Half (Capacity 200)	Day of Event: 8:00 AM to 1:00 AM Includes - ½ Catering Kitchen, ½ Bar, South Patio	\$300	\$300
Single Day Rental Saturday or Sunday	Senior Center	Day of Event: 8:00 AM to 1:00 AM Includes - Senior Center Kitchen Access	\$150	\$150
Single Day Rental Monday-Friday	Senior Center	Evening Only: 5:00 PM to 10:00 PM Includes - Senior Center Kitchen Access	\$75	\$75
Contact Event Director	North Green w/ Stage	Day of Event	Contact Event Director	Contact Event Director
Contact Event Director	North Green w/o Stage	Day of Event	Contact Event Director	Contact Event Director

Consecutive-Day rentals/rates are available for contracts executed 24 months and LESS in advance, but MORE than 12 months in advance.

Single-Day rentals/rates are available for contracts executed 12 months and LESS in advance, but MORE than 60 days in advance.

Contracts executed 30 days or less from a scheduled event will be offered the Non-Profit rate.

Special rates may apply to holiday and community celebration dates.

Please contact the Event Director for details.

**New Year's Day, Valentine's Day, St. Patrick's Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Veterans Day, Halloween, Thanksgiving, New Year's Eve, Ag Days, Night of Lights*

RENTAL REFUND POLICY

Consecutive-Day Rental Refund Policy

When cancellation is requested in writing:

LESS than 24 months and MORE than 12 months prior to event, Lessor qualifies for the following refund = 50% of Contracted Rental Fee.

LESS than 12 months, Lessor qualifies for the following refund = 0% of Contracted Rental Fee.

Single-Day Rental Refund Policy

When cancellation is requested in writing:

LESS than 12 months but MORE than 6 months prior to the event, Lessor qualifies for the following refund = 50% of Contracted Rental Fee.

LESS than 6 months Lessor qualifies for the following refund = 0% of Contracted Rental Fee.

City of Laurel
EVENT CENTER / SENIOR CENTER
Rental Rate Schedule for Non-Profits

City of Laurel Policy/Contract Approval Date: _____

ALL POLICIES, GUIDELINES, USAGE FEES & CHARGES ARE SUBJECT TO PERIODIC REVIEW

Day of Week	Facility Use	Hours	Rental Fee	Cleaning/Damage Deposit
Single Day Rental Friday or Saturday	Event Center Entire Facility (Capacity 400)	Day of Event: 8:00 AM to 1:00 AM Includes - Catering Kitchen, Bar, South Patio, Stage	\$500.00	\$500.00
Single Day Rental Sunday-Thursday	Event Center Entire Facility (Capacity 400)	Day of Event: 8:00 AM to 1:00 AM Includes - Catering Kitchen, Bar, South Patio, Stage	\$250.00	\$250.00
Single Day Rental Friday or Saturday	Event Center North Half (Capacity 200)	Day of Event: 8:00 AM to 1:00 AM Includes - ½ Catering Kitchen, ½ Bar, Stage	\$250.00	\$250.00
Single Day Rental Friday or Saturday	Event Center South Half (Capacity 200)	Day of Event: 8:00 AM to 1:00 AM Includes - ½ Catering Kitchen, ½ Bar, South Patio	\$250.00	\$250.00
Single Day Rental Sunday-Thursday	Event Center North Half (Capacity 200)	Day of Event: 8:00 AM to 1:00 AM Includes - ½ Catering Kitchen, ½ Bar, Stage	\$150.00	\$150.00
Single Day Rental Sunday-Thursday	Event Center South Half (Capacity 200)	Day of Event: 8:00 AM to 1:00 AM Includes - ½ Catering Kitchen, ½ Bar, South Patio	\$150.00	\$150.00
Single Day Rental Saturday or Sunday	Senior Center	Day of Event: 8:00 AM to 1:00 AM Includes - Senior Center Kitchen Access	\$150.00	\$150.00
Single Day Rental Monday-Friday	Senior Center	Evening Only: 5:00 PM to 10:00 PM Includes - Senior Center Kitchen Access	\$75.00	\$75.00
Contact Event Director	North Green Space w/ Stage	Day of Event	Contact Event Director	Contact Event Director
Contact Event Director	North Green Space w/o Stage	Day of Event	Contact Event Director	Contact Event Director

Non-Profits wishing to book a Consecutive-Day rental MORE than one year but LESS than two years out must book at regular price rates. Consecutive-Day refund policy applies.

Rental Guidelines

Read the guidelines below before using the facility. Friends, residents, and businesses of Laurel have worked countless hours and generously donated funds so that we may have a facility we can be proud of. Please take special care to follow these guidelines so our facility remains clean and in excellent working condition for years to come for everyone's enjoyment. Thank you, we appreciate your cooperation!

Assignment: Lessee must be over 21 years of age. Understand that you are responsible for what happens before, during, and after your event. Lessee shall not assign, transfer, or sublet their agreement for the Event Center or Senior Center.

Reservations: Consecutive-Day reservations may be booked up to two years in advance. Single-Day reservations may be booked up to one year in advance. Call Event Director at 402-256-3112 to reserve the Event Center or Senior Center. The building will not be considered reserved until the RENTAL FEE has been paid and Event Director has received the signed rental agreement from the Lessee. Preference on scheduling will be on a first-come, first-serve basis. **ALL CANCELLATION REQUESTS MUST BE IN WRITING/EMAIL. See Exhibit A for Rental Refund Policy.**

If the Community Center or Senior Center is required to close due to inclement weather or another Community of Laurel emergency, the Lessee will receive a full refund of their rental fee and deposit. In special cases, closure will be determined following consultation with the following local and county representatives: City of Laurel Mayor, City Administrator, City Attorney, Cedar County Emergency Management Coordinator and Cedar County Sheriff.

Cleaning/Damage Deposits: Cleaning/Damage Deposit is due 30 days prior to the scheduled event.

The Lessee's cleaning/damage deposit will be returned 14 business days after the event, if:

- 1) the space, hallways, kitchen, restrooms and all equipment is left in the same condition as it was prior to usage;
- 2) trash is taken out of the building & properly disposed of;
- 3) cleaning guidelines have been followed;
- 4) the facility is vacated on time;
- 5) Lessee and his/her guests have followed Lessor and Laurel Community Center rules and regulations.

If the facility has not been properly cleaned, a **\$250 fee** will automatically be taken out of the Lessee's deposit. If cleaning costs or damages exceed the total amount of the deposit, the Lessee will be billed for necessary cleaning and/or repairs and future rental privileges may also be denied.

Cleaning supplies will be provided. Contact Event Director for more details.

Smoking: The ENTIRE Community Center property is tobacco-free.

Restrooms: No food or drink is allowed in restrooms.

Keys: The Event Director has the building keys. Any lost keys will result in charges for the re-keying of the locks.

Loading/Unloading: Please do not drive on the sidewalks to load or unload vehicles. This includes caterers.

Alcohol: Lessee is responsible for compliance of all State and local liquor regulations. The Lessee shall not knowingly tolerate a violation of liquor laws at the Center specifically including drinking by minors and procuring alcohol for minors. Alcohol service ends 30 minutes prior to conclusion of an event. No kegs are allowed on the property. The Lessor reserves the right to suspend liquor service at any time for any reason without warning.

Security: Security may be required for large events. Please contact Event Director for more information.

Dances: Dances are allowed in the Event Center. Dances are prohibited in the Senior Center due to floor type and maintenance.

Included in Rental: Event Center rental includes the use of tables, chairs, and audiovisual system. All dishes, silverware, table covers, napkins, and other such items shall be furnished by the Lessee. Lessee/caterer must provide all of their own serving utensils, dishes, water pitchers, carafes, paper goods, towels and any other necessary food service items.

The Senior Center rental includes the use of tables, chairs and basic kitchen appliances (stove, oven, microwave, dishwasher). All dishes, silverware, table covers, napkins, and other such items shall be furnished by the Lessee. Lessee/caterer must provide all of their own serving utensils, dishes, water pitchers, carafes, paper goods, towels and any other necessary food service items.

Arrangements & Set-Up: Setting up of tables and chairs and all service arrangements shall be completed by Lessee, unless other contract services are arranged. Tables and chairs are to be cleaned and returned to their original location/storage area. Failure to do this will result in reduction of Cleaning/Damage Deposit.

Decorating: Decorations may not block doors, fire extinguishers, fire sprinklers, any emergency equipment, any emergency exit, lighting systems or security cameras. There are to be no items taped, tacked, nailed, or stapled to the walls, rafters, floors or doors. Glitter, rice, and confetti are prohibited in and outside the facility. No open flame candles are allowed in the facility or on exterior patios. Only battery-operated candles are permitted. Table coverings are required (cloth or plastic) for all tables in use. Arches for wedding ceremonies must be self-supporting and placed on a non-marring base.

Equipment: No equipment or supplies provided by the Event Center or Senior Center shall leave the building. No popcorn poppers, fryers, griddles or grilling equipment of any type may be used inside the facilities or on patios or parking lots. A location outside of the building has been designated for this purpose and food may be transported to the facility. Chocolate fountains, cheese machines, fog/smoke machines, glitter, and silly string are prohibited. Fountains and bubbles are limited to the exterior of the facility. All other equipment/machines must be pre-approved by the Event Director.

Floor: Use care to prevent marring floors and staining carpeted areas of the facility. All wheels on scaffolding, carts, and dollies must be non-marring. Do not put any duct tape on any floors! Shoes with cleats or metal plates are restricted.

DJ/Live Entertainment: DJ/Live Entertainment sound equipment should run independent of the Event Center's sound system. The Center's sound equipment is not designed for large bands or high volume performances/music.

Wheels: NO roller blades, roller skates, or skateboards are allowed in the facility or on outside parking areas.

Games: No water activities/games are allowed in the interior of the facility.

Pool Table: Use of Senior Citizen pool tables is prohibited.

Flammable Products & Engines: No gas, oil, or fluid leaks can be allowed and engines are not to be running in the facility.

Minor Children: Children under 13 must be accompanied by an adult.

Lost or Stolen Items: The Lessor is not responsible for items lost or stolen on or in the Laurel Community Center property.

Emergency: Call 911 for immediate or health emergencies. For non-health emergencies at the facility contact the Laurel City Office 402-256-3112.

Severe Weather: There is no designated severe weather or tornado shelter in Laurel Community Center. For updated weather information go www.weather.gov

Cleaning Guidelines

Please put a check by each item that has been completed. After all items have been checked and form has been signed, contact the Event Director at (402) 369-2241 before you leave. Cleaning supplies are located in the kitchen or nearby storeroom.

EVENT CENTER - SENIOR CENTER

- 1. Clear the trash left by attendees.
- 2. All trash has been bagged and taken to the dumpster. Trashcan liners have been replaced and trash cans have been returned to their original locations. Liners are located in the kitchen or nearby storage room.
- 3. All chairs and tables have been wet-wiped and dried. They have been set-up or returned to the storage area exactly the way they were found upon arrival. A diagram is located on the storage room door.
- 4. Any food, drink or alcohol spills have been wiped up or wet-mopped.
- 5. Return ALL equipment to the proper storage area.
- 6. All lights are shut off.

KITCHEN - BAR - HALLWAY

- 1. All trash has been bagged and taken to the dumpster. Trashcan liners have been replaced and trash cans have been returned to their original locations. Liners are located in the kitchen or nearby storage room.
- 2. Countertops and appliances have been wet-wiped and dried.
- 3. The floor has been swept and wet-mopped.
- 4. Cooler and freezer doors are shut tight.
- 5. Sinks and countertops are clean and garbage disposal has been ran/waste emptied.
- 6. All lights are shut off.
- 7. All equipment, liquor and food products have been removed from the premises.

RESTROOMS

- 1. All trash has been bagged and taken to the dumpster. Trashcan liners have been replaced and trash cans have been returned to their original locations. Liners are located in the kitchen or nearby storage room.
- 2. Any food, drink or alcohol removed and spills have been wet-mopped.
- 3. All toilets are flushed.
- 4. Paper towel dispensers and toilet paper will be refilled by janitorial staff.
- 5. All lights are shut off.

SOUTH PATIO

- 1. Clear the trash left by attendees.
- 2. All trash has been bagged and taken to the dumpster. Trashcan liners have been replaced and trash cans have been returned to their original locations. Liners are located in the kitchen or nearby storage room.
- 3. The patio has been swept and any food, drink or alcohol spills have been removed by spraying/washing down the patio area.

NORTH GREEN SPACE

- 1. Clear the trash left by attendees.
- 2. All trash has been bagged and taken to the dumpster. Trashcan liners have been replaced and trash cans have been returned to their original locations. Liners are located in the kitchen or nearby storage room.
- 3. The patios have been swept and any food, drink or alcohol spills have been removed by spraying/washing down the area.
- 4. Use of restrooms and/or kitchen during rental of this area requires clean up of those spaces.

*****I understand that the need for any additional cleaning and/or damage to property will result in the forfeiture of all or a portion of my damage deposit. The Lessee further agrees to reimburse the City for all repairs necessitated by such damage.**

LESSEE SIGNATURE

DATE