

SOUTH HUTCHINSON COMMUNITY BUILDING RENTAL POLICY AND PROCEDURES

The South Hutchinson Community is available to the community on most days during the year. Use of this building is limited to social, recreational, or fraternal activities. Under no circumstances shall the building be used for profit-motivated commercial enterprises or for serial activities such as ongoing weekly church services. Events sponsored by the City shall be given priority access and fees shall be waived for such events.

The Building is available to rent from 9:00 AM to Midnight. No rental agreement shall be made more than a year in advance. Rentals are on a first come, first served basis. Renters must be 21 years or older. Reservations must be made during normal business hours, Monday – Friday, 8:00 AM to 5:00 PM, at the City Office by a designated city representative. Reservations can be taken over the phone, but payment must be received with 2 business days to finalize the rental. **Rental requested with the 2 business day window must be made in person.**

Cost: \$150 rental fee per day with a \$250 deposit.

Payment Due Date: Payment fee and deposit must be paid at the time of the rental.

Cancellation: Any prospective user may cancel a previously agreed rental contract at any time. In the event a rental is canceled more than 24 hours before it is scheduled, an amount equal to one-half (1/2) of the agreed rental charge shall be refunded. For any rental canceled within 24 hours of its scheduled time, the City will retain the entire fee amount. In both cases the deposit will be refunded.

Keys: Keys for the facility must be issued by a City representative during business hours before the scheduled event. The individual receiving the key must be 18 years or older and have permission from the primary renter of the facility. Keys must be returned to the City office in person or to the key drop box with 72 hours of the end of the rental agreement.

Lost Key: Once issued, keys are the responsibility of the renting party. To replace a lost key before the scheduled rental is a \$25.00 fee due at the time of replacement. Failure to return a key for any reasons will result in the forfeiture of the deposit.

This facility, outdoor space and grounds are designated as non-smoking areas. Smoking or the use of E-Cigarettes in this facility will result in the loss of a deposit. Tobacco use in public parks and facilities is prohibited by Ordinance 17-887.

The premises must be used for lawful purposes. There shall be no attempt to charge a fee or to sell any merchandise to the general public. IRS registered nonprofits, churches or civic groups may use the facility for fundraising activities that support the organization's mission.

Pyrotechnic devices including all fireworks are not allowed in the facility or on the grounds.

All tables, chairs and facility equipment will be returned to its original location in clean, operable condition prior to leaving the facility. The facility will be cleaned in an appropriate manner including the removal of trash, wiping of tables, chairs and surfaces, cleaning all floors within the facility. Renters will be responsible for any stains on the carpet. Any stains found on the floors caused by the renter or any attendee of the function will result in the loss of any deposit.

The use of silly string, scotch tape, or any adhesive shall be prohibited with the loss of any deposit.

The facility shall be vacated at the agreed time. The agreed time includes setting up, tearing down and cleaning time and is noted on the rental agreement. Early access to the facility for setting up is prohibited. In the event that the facility is in used during the renters designated rental time and the party refused to leave, the renter is responsible for notifying the City immediately or calling 911 for police assistance.

It is unlawful for any person to play, use or operate on the streets, alleys, or public grounds of the City a loud speaker or sound amplifier that disrupts the peace of the surrounding area.

The renter will hold the City harmless for any damages to any person, persons or property that occur during the rental period as a result of the action of the renter or any of the attendees of the function. Renters assume responsibility for supervision of all persons at the facility and provide adult chaperons (age 18 or older) for any group that includes minors at minimum ratio of one adult per 15 minors.

The City reserves the right to close the facility for any reason deemed necessary and refund any reservation fees due to facility closure. The City reserves the right to deny rental to individuals or groups based on previous history of failing to observe the rules for renting the facility or those that do meet the guidelines spelled out above.

TO HAVE YOUR DEPOSIT RETURNED, YOU MUST COMPLETE THE FOLOWING ITEMS:

- Renter must properly clean the building prior to leaving, including wiping all tables, chairs, surfaces, cleaning restrooms, vacuuming the carpet and dumping the trash.
- Renter pays for any damage to the building or its contents.
- Returns the key to the City Office located at 2 South Main in person or in the drop box in the drive thru within 72 hours after use.
- Places the temperature settings for heat, set at 60 degrees and for air conditioning at 72 degrees upon leaving the building.
- Provide an individual, at least 18 years of age, who shall check out and maintain custody of the building key.

Rentals are available at:

City Office

2 South Main

South Hutchinson, KS

Monday – Friday, 8:00 AM to 5:00 PM (620) 663-7104