

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Purpose of Use: \_\_\_\_\_ Email: \_\_\_\_\_

**FEES AND CHARGES**

**Rental Fee** (Note: The rental fee may be waived if the applicant entity is a non-profit group or an approved local event/organization.)

Is the organization a non-profit or local?    YES    NO    Rental Fee Waived?    YES    NO

Resident Rental Fee: \$150.00 (show ID for city residency)    Date Paid: \_\_\_\_\_

Non-Resident Rental Fee: \$200.00

Rental Authorized By:

**Key Deposit** (Deposits are due at or before pickup and then refunded at key return. We only accept cash or check. See terms below.)

Key Deposit Fee: \$50.00    Key #: \_\_\_\_\_    Date Paid: \_\_\_\_\_

Key Issued By:

Key Deposit Refund:     Eligible     Not eligible    Date Paid: \_\_\_\_\_

Refund Authorized By:

**TERMS AND REGULATIONS**

Facility Rules and Information

1. NO smoking inside the building.
2. NO alcohol allowed on the premises.
3. NO weapons or firearms allowed on the premises.
4. NO animals allowed.
5. NO littering.
6. NO more than 100 people. The limit is based on the fire code, do not exceed 100 people at your event.
7. NO tape, glue, thumbtacks, or other hanging apparatuses may be used on the walls, ceiling, or lights.
8. Thermostat is to be left at 70 degrees during warm months and 50 degrees during cold months.
9. The building is City owned and is subject to walk through and inspection by Police Department personnel at any time during your rental.
10. The premises are monitored with video surveillance equipment.
11. All rental dates are secured on a first come first serve basis once full payment is received. The key deposit must be paid by cash or check only – no deposits will be taken by card.
12. Rental is available between 8am-midnight.
13. Amenities: 58 White Foldable Chairs, 6 Round White Tables, 8 White Rectangular 8ft Tables, 1 White Rectangular 6ft Table. A Prep Kitchen complete with a stove, oven, microwave, dishwasher, refrigerator, mini fridge, coffee maker and kitchen sink. (photos of the interior are on our website)

Renter Responsibility

1. Key pick up and return takes place at Buchanan City Hall. Deposits made at pick up will be refunded when keys are returned. The keys must be returned within one week following the rental date, the renter's deposit may be considered surrendered if not. If the key terms are broken the renter will be ineligible for a key deposit refund.
  - a. *Pick up/drop off is limited to City Hall operating hours (Mon-Thur 7:30am-5:30pm, Fri 7:30am-11am), plan accordingly!*
2. Note that the **door automatically locks**, someone from the inside must open the door to allow people in.
3. The renter shall not damage or remove property of any sort, on the premises. If the premises are not left in a satisfactory state, an additional bill of \$150 plus the cost of repairs may be billed.
4. **Renters are responsible for cleaning the facilities** indoor and outdoor spaces as used, please be sure to;
  - a. Bring your own trash bags
  - b. Wash and put away any used dishes
  - c. Clean counter tops, tables, bathroom sinks, appliances, and any other used surfaces
  - d. Put all tables and chairs away
  - e. Sweep and mop floors
  - f. Check the fridge to remove leftover items
  - g. Take trash out (bathroom and kitchen)
  - h. Turn off the lights when you leave and check that all doors are secure and locked
5. Vacate the premises at the end of rental day - all rental activities and clean up must be concluded by midnight.
6. Applicant agrees to ensure that its guests, members, invitees, staff, representatives during set-up, use, and tear down and all times in between follow and comply with all laws and regulations, including local, County, State and Federal relating to any and all health-related mandates. This shall include, but is no way limited to: following occupancy restrictions, social distancing and wearing of masks or other face shielding as required or as advised and to provide sanitizer/disinfectant stations for whatever the most recent county or state health mandate may be.

**AGREEMENT**

I have read the above terms and regulations and will fully comply with them, and the items listed. I understand that I and other members of the reserving party must comply with the provisions of these rules. I further understand that I am responsible for reimbursing the city of Buchanan for its reasonable cleanup and repair costs resulting from any littering or damage to the facilities resulting from the event for which the building has been reserved.

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM IS VALID ONLY AFTER THE RESERVATION FEE HAVE BEEN PAID**