



SENIOR & COMMUNITY CENTER

921 E Janet • PO Box 453 • Clearwater, KS 67026
Phone 620-584-2332 • E-mail communitycenter@clearwaterks.org

Facility Usage Policy and Rules

THE OCCUPANCY OF THE SENIOR & COMMUNITY CENTER IS 106

- 1) Subject to availability, rooms are available to rent from 7AM to 11PM by a group, organization or an individual adult, 21 years of age or older. The Senior & Community Center (the Center) rates are \$25.00 per hour or \$125.00 per day.
- 2) The Facility User signing agreement is considered the responsible party and is liable for the actions of their guests, damages and payment. Once the facility rental agreement is signed, the rental may not be transferred to another person
- 3) A refundable damage deposit of \$125.00 is due at the time of reservation. Any damages occurring during the use of the facility, other than what is considered normal wear and tear, will be the responsibility of the Facility Users. Inspection before and after the event will be conducted by the Director or City Staff. The Facility User has the option of being present for both inspections. The Center will be required to be left in the same condition, at the end of the event, in which the Facility User is shown at the time of inspection before the event begins.
- 4) The Rental fee is due five (5) days prior to the event.
- 5) A key card or fob will be checked out five (5) days prior to the event. If the card or fob is not picked up prior to the event the rental fee will be retained, and the deposit will be returned. An arrangement will be made with the Director as to when and where the card or fob will be returned.
- 6) If the reservation is cancelled for any reason with less than five (5) days' notice, the damage deposit will be refunded, and the rental fees will be retained.
- 7) In consideration for and as a condition of the use of the Center, the Facility User hereby agrees to indemnify and hold harmless the Senior & Community Center, the City, and their officers, employees, agents and volunteers, against any and all claims, demands, causes of action, damages (including damages to the Center and/or City property), costs and liabilities, directly or approximately resulting from or caused by Facility Users use and occupation of the Center, whether such use is authorized or not, or from any act or omission of Facility User or any of its officers, agents, employees, guests, patrons, or invitees. The Facility User shall, at its sole risk and expense, defend any and all suits, actions or legal proceedings which may be brought against the Center, the City, or any of their officers, employees, agents and volunteers, and Facility User shall pay for any and all loss, theft or damage to the Center and/or City property caused by the Facility User or any of its officers, agents, employees, guests, patrons, or invitees.
- 8) The Center is a smoke, tobacco, and alcohol-free facility.
- 9) Taping, tacking, gluing, and nailing to all wall surfaces IS NOT PERMITTED. This is to include painted surfaces, fabric surfaces, and cabinets in the kitchen area.

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- 10) Kitchen is equipped with the following for your use: microwave, refrigerator, and stove.
- 11) Trash receptacles and trash bags will be available during your event. All trash should be picked up and put in the green trash receptacle outside the east door.
- 12) All equipment that is brought in is to be removed the same day as the event.
- 13) Deposits will be returned once the Director has inspected the facility for any damage.
- 14) An acknowledgement of agreement is required for all Facility Users of the Center except those sponsored by the City and/or the facility Director. The City and facility Director will have scheduling priority.
- 15) Any potential Facility User may be denied use of the Center based on its potential overload of the facility or the negative effect it may have on the adjacent property owners or citizens at large.
- 16) The Center's large screen TV is allowed by request to be used during facility rental.
- 17) The back rooms and office are not part of the agreement. Facility Users are to keep their guests out of the back rooms.
- 18) The Facility User is responsible to perform the following tasks prior to leaving the Center:
 - a) Sweep and mop floors in all rooms that are used
 - b) Take out trash and put new trash bags in the Center trash cans
 - c) Stack all chairs back on racks and put away
 - d) Put all tables on racks and put away
 - e) Clean all countertops in kitchen and elsewhere used
 - f) Turn out all lights in the Center
 - g) Lock all doors before you leave

