



HUXLEY
— HEART OF THE PRAIRIE —

Nord Kalsem Community Center Rental Agreement

NORD KALSEM COMMUNITY CENTER RATES

Effective June 1, 2018

Refundable Deposit

\$150

Rental Rate

\$20 per hour

COMMUNITY CENTER REGULATIONS

NO EARLY ENTRANCE INTO FACILITY UNTIL DATE & TIME OF RENTAL
Failure to comply will result in forfeiture of deposit.

- You must be 18 years of age to rent the facility.
- No early check-ins or late departures. Renters are to arrive and leave at their designated rental time. Failure to abide by this rule will result in forfeiture of deposit.
- The number of people using the Center is not to exceed 300.
- Sticky Tack, Command Strips, and Painters Tape are the **ONLY** substances that can be used to adhere materials to the walls. No tape, tacks, pins, nails or similar items etc.
- The Community Center key must be returned to Huxley Parks and Recreation or placed in the utility drop box in the City Hall parking lot after cleaning is completed by the renter.
- Community Center must be cleaned according to the cleaning regulations checklist.
- Deposit may be refunded only after approved inspection by the City of Huxley.
- **NO SMOKING** inside building or Nord Kalsem park grounds.
- All tables and chairs must remain on premise. There are approximately ten 8 ft rectangle tables and six non-foldable circular tables. If additional chairs and tables are needed they must be provided by the renter.

Failure to abide by any of the rules or cleaning regulations will result in forfeiture of deposit. The Nord Kalsem Community Center will be patrolled by the Huxley Police Department. The police officer on duty will monitor activities at the facility.

Name of Rental Party: _____ Phone: _____

Rental Date: _____ Rental Time: _____

Total Rent Paid: _____ Deposit Paid: _____

KEY PICKUP PROCEDURE

The rental key can be picked up at the Parks and Rec department located within the 3C's building 30 minutes prior to the designated rental time.

By signing this Agreement, the renter hereby acknowledges that they have read this Agreement and understands the terms and conditions and agrees to abide by all rules and regulations as stated in this Agreement. Failure to abide by all rules and regulations in this Agreement may result in denial of future rentals and/or forfeiture of deposit. The renter assumes all responsibility if alcohol is served and will be responsible for any damage to facility or grounds.

Signed: _____ Date: _____

FOR OFFICE USE ONLY

Key can be issued on: _____ between: _____

Key number issued: _____

Inspected by: _____ Date: _____ Time: _____

Key Returned: _____ yes _____ no

Deposit Refunded: _____ yes _____ no Reason: _____

Preferred Deposit Return Method: _____