

# **AUDITORIUM**

**807 Main Street**

# **RENTAL POLICY AGREEMENT**

**City of Alma  
614 Main St.  
P.O. Box 468  
Alma, NE 68920-0468  
(308) 928-2242**

## NO SMOKING

ALL RENT AND DEPOSITS TO BE PAID IN ADVANCE. THE DEPOSIT WILL BE MADE AT THE TIME THE AUDITORIUM IS RESERVED. THE RENTAL FEE WILL BE PAID WHEN THE KEY IS GIVEN TO THE RENTER. **IF RENTER FAILS TO PICK UP THE KEY DURING BUSINESS HOURS AND A CITY EMPLOYEE MUST DELIVER THE KEY DURING NON-BUSINESS HOURS INCLUDING WEEKENDS, RENTER WILL BE REQUIRED TO PAY A FEE OF \$50.00 TO COMPENSATE CITY FOR EMPLOYEE'S OVERTIME. THIS NON-REFUNDABLE FEE OF \$50.00 IS DUE AT THE TIME OF RECEIPT OF THE KEY AND SHOULD BE PAID TO THE CITY EMPLOYEE. THIS APPLIES TO ALL RENTERS, INCLUDING EXEMPT ORGANIZATIONS.**

### DEPOSITS & RENTAL FEES:

The following fees for rental use (per renter-per day) of the Auditorium shall apply:

- |   |          |                       |
|---|----------|-----------------------|
| 1. Educational Purposes:                            | \$10.00  | plus \$50.00 deposit  |
| 2. Private, Social, and Recreational Purposes       | \$35.00  | plus \$100.00 deposit |
| 3. Public and Private Commercial Purposes           | \$50.00  | plus \$150.00 deposit |
| 4. Public and Private Commercial Purpose for Profit | \$100.00 | plus \$150.00 deposit |

Tables and Chairs – Included in the rent of the building. No tables and chairs may leave the premises without prior approval by the City Clerk. In certain cases, tables may be rented for \$5 each per 24-hour period and chairs may be rented for \$0.50 each per 24-hour period. No deposits shall be required on tables and chairs.

Towels and washcloths are available for use as a convenience to the renter. Do not remove the towels and washcloths from the facility. The caretaker will wash and dry the towels and washcloths.

### ALCOHOL:

In the event alcohol is to be served during the rental period, it shall be the responsibility of the person(s) renting the facility to provide the City with evidence of the appropriate permit authorizing the sale of alcohol. It shall further be the sole responsibility of the person(s) renting the facility to ensure compliance with all laws and regulations set forth by the State of Nebraska and the Nebraska Liquor Control Commission.

**THE ABOVE DEPOSITS ARE MINIMUM DEPOSITS. THE MINIMUM DEPOSIT SHALL APPLY IN ALL CASES, EXCEPT FOR THOSE EXEMPT ORGANIZATIONS LISTED ON PAGE 4. THE CITY CLERK SHALL HAVE AUTHORITY TO SET A MAXIMUM DEPOSIT AT THE TIME THE AUDITORIUM RESERVATION IS MADE.**

**THE DEPOSIT SHALL BE REFUNDED PROVIDED THE FOLLOWING IS DONE:  
(The following items are also applicable to Exempt Organizations and are REQUIRED)**

1. All chairs and tables are put away.
2. All floors, including stage floor and balcony bleachers, if used, are swept and wet mopped.
3. All utilized toilet facilities are cleaned, including picking up any trash from the floors, sweeping, wet mopping, and drying the sinks.
4. The kitchen, if used, is completely cleaned, including the sink, sweeping and wet mopping the floor, bagging and putting all trash in the 2-yard container outside the auditorium, emptying the refrigerator, cleaning the counter tops and stove tops, washing dishes and utensils, and putting items back in their proper storage.
5. The caretaker and the renter of the Auditorium shall inspect the premises prior to the use, and the caretaker and the renter shall agree in writing as to the condition of the premises. After the renter has used the premises, the caretaker and the renter shall again inspect the premises and written notations will be made by the caretaker as to deficiencies. Renter shall be allowed a second opportunity to cure the deficiencies. A \$15.00 surcharge shall be made by the caretaker for a second inspection of the premises. If upon second inspection of the premises, deficiencies still remain, caretaker shall arrange for the deficiencies to be cured and the cost thereof deducted from the deposit. Any remaining balance shall be returned to the renter. If the curing of deficiencies requires more than the deposit, the renter shall be liable for the total cost thereof.

**IF THE DEPOSIT IS INSUFFICIENT TO CURE THE DEFICIENCIES OR TO REPAIR ANY DAMAGE TO THE PREMISES OR REPLACE ANY DESTROYED OR DAMAGED EQUIPMENT, THE CITY RESERVES THE RIGHT TO FILE SUIT AND ENGAGE IN ALL COLLECTION ACTIVITIES REASONABLY NECESSARY TO REIMBURSE THE CITY ITS DAMAGES.**

**Due to the public service nature of some organizations, they may be allowed to use the Auditorium for no rental fee or deposit. For all cases, there may be a "set-up fee" depending on the type of use. The City Clerk has the authority to determine whether an additional fee is due to "set-up" the day preceding the rental following the examples below:**

Rental Fee Events: Will pay the rental fee for each day of use.

Non-Rental Fee Events: Will have to follow the "After 5pm" Policy.

After 5pm Policy: Each exempt organization may set up the day before "after 5pm" with the understanding and agreement that if there is a request for rental of the auditorium by another organization, the "set up" group will have to make other arrangements.

THE ORGANIZATIONS WHICH ARE EXEMPT FROM THE RENTAL FEE AND DEPOSIT INCLUDE, BUT ARE NOT LIMITED TO:

1. ALMA VOLUNTEER FIRE DEPARTMENT
2. ALMA COLONIAL VILLA AND HARLAN COUNTY HOSPITAL
3. AUDITORIUM UPDATE COMMITTEE
4. CITY OF ALMA
5. SENIOR CITIZEN CENTER
6. LOCAL CHARITABLE AND RELIGIOUS ORGANIZATIONS
7. LOCAL CIVIC USES (ROTARY)
8. SEMI PRIVATE OR PRIVATE USES PROVIDING SUBSTANTIAL BENEFIT TO THE CITIZENS OF ALMA

**THE CITY RESERVES THE RIGHT TO VARY THE AFOREMENTIONED CHARGES DEPENDING UPON THE USE OF THE PREMISES. IN THE EVENT OF CONFLICTING DATES UPON WHICH VARIOUS PERSONS OR ORGANIZATIONS WISH TO RENT THE AUDITORIUM, THE CITY CLERK HAS THE AUTHORITY TO DECIDE THE CONFLICTS AND SCHEDULING. EFFECTIVE IMMEDIATELY-THIS POLICY WILL BE STRICTLY ENFORCED.**

**PLEASE FOLLOW THE "NO SMOKING" POLICY. THANK YOU!**

**THE PERSON SIGNING THIS APPLICATION AGREES TO BE PERSONALLY LIABLE FOR THE AFOREMENTIONED POLICY AND AGREES TO BE PERSONALLY LIABLE FOR ANY AND ALL DAMAGES DONE BY ANYONE DURING THE USE OF THE PREMISES.**

\_\_\_\_\_ I HAVE INSPECTED THE FACILITY AND I FIND IT IN ACCEPTABLE CONDITION.

\_\_\_\_\_ I HAVE INSPECTED THE FACILITY AND I BELIEVE THE FOLLOWING FAULTS EXIST IN REGARD TO THE CLEANLINESS OF THE FACILITY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Acknowledged by City staff      date

\_\_\_\_\_ I DO NOT WISH TO INSPECT THE FACILITY PRIOR TO RENTING.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Agreed: \_\_\_\_\_  
(Signature of Applicant)

**---To be completed by Alma City Office---**

Date of reservation: \_\_\_\_\_

Type of event: \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Phone #s: \_\_\_\_\_

Do they need any information put on brick sign (Happy Birthday, Happy Anniversary, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_

Deposit paid:

Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

Rental fee paid:

Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

Deposit returned: Yes, date: \_\_\_\_\_ / No

If no, why is deposit being retained? \_\_\_\_\_

Additional Notes: