

**Park Building Rental Contract**  
**509 E. 7<sup>th</sup>, Altamont, Kansas 67330**  
**(Est. 01/10/2013)**

Name &/or Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Will Alcohol be served:      YES    NO

Date of Rental: \_\_\_\_/\_\_\_\_/\_\_\_\_                      Time: \_\_\_\_\_ to \_\_\_\_\_

1. No use of the building prior to 7:00 am without prior approval.
2. No use of the building after 10:00 pm without prior approval.
3. Prior Day set-up will require additional \$15.00 and arrangements must be made at time of rental. **NO EXCEPTIONS!**
4. Building rent is \$40.00.
5. A refundable matching deposit of \$40.00 will be collected along with the regular charge when the key is picked up. This is a cleaning/damage deposit. The deposit will be refunded **ONLY** if the park building has been left clean and all utilities have been turned off or down and no damage to the building.
6. Wedding/Wedding Reception/Alcohol served rent is as follows:
  - \$150.00/day
  - \$100.00 Damage Deposit (refunded after inspection and no damage)
  - \$100.00 Clean up Deposit (refunded after inspection and building is cleaned according to the cleaning check-list)

Additional Contact Information:

Please provide two additional contacts other than yourself. Please include names, addresses and phone numbers.

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I have reviewed and I agree to abide to the Building Rental Contract and Rules and Regulations as set out by the City of Altamont for the use of the Altamont Park Building.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ALTAMONT PARK BUILDING

509 E. 7<sup>th</sup>, Altamont, Kansas 67330

### Rules & Regulations

Please **initial** each blank below that you have read and agreed to each item.

\_\_\_\_\_ No tobacco or drugs are permitted in park building. No alcohol may be sold for consumption on the premises. Any consumption of alcohol must be approved by the City Council.

\_\_\_\_\_ Unnecessary setting off, tampering with or misconduct of the fire extinguisher will result in a \$150.00 charge plus expenses to repair the equipment. If any of these are activated you must report this by calling the Altamont Police Dept. at 620-784-5582 or the Altamont Utility Dept. at 620-784-5422.

\_\_\_\_\_ Before leaving please be sure to: turn the air conditioner off or the heat to the lowest setting; make sure the stove is off; turn all lights off; lock two entry doors; clean all bathrooms and ensure stools and faucets are not running.

\_\_\_\_\_ All tables and chairs must be wiped down and returned to the storage area on the storage racks. Please do not sit or stand on tables.

\_\_\_\_\_ All trash must be bagged up, placed in dumpster outside building, and new liners placed in receptacles.

\_\_\_\_\_ Please sweep all floors. Floors must be mopped during inclement weather or when serving food.

\_\_\_\_\_ Cleaning of the kitchen will be subject to, but not limited to the following:

- Remove any items you brought from the refrigerator.
- Clean kitchen facilities including sinks, cabinets, countertops, and any spills on or in kitchen equipment such as oven, refrigerator, stovetops, microwave, etc.
- Please DO NOT put coffee grounds or grease in the sinks.
- Be sure the refrigerator door is shut.
- Make sure no tape or streamers, etc. is left on wall, ceiling or fixtures.
- Wash, dry, and put away any utensils used.

\_\_\_\_\_ All personal items must be removed immediately following the conclusion of each event. Items accidentally left behind will be held for one week and then disposed of. Please call the City Office at 620-784-5612 if you find you are missing an item.

\_\_\_\_\_ Renter must schedule use and pick up the key at the City Office during regular working hours Monday – Friday 8 a.m. – 5 p.m. excluding holidays. Return the key to the City Office and report any damages or unusual conditions that you may have incurred. Keys may not be duplicated. Lost keys will result in fees necessary to cover the cost of changing the locks and the replacement of keys. **The key must be returned within two business days for deposit refund.**

\_\_\_\_\_ Individual renting the park building must be 18 years of age or older. Minors must be accompanied by adults at all times.

\_\_\_\_\_ Each person who rents the park building will sign a Waiver and Release from Liability for Community Center Responsibility for Damage form. Renters are responsible for any and all damage incurred during their function. Any damages will be repaired or replaced by lessee with city approval.

\_\_\_\_\_ The building must be locked whenever renter leaves the premises. If the building is left unattended or unlocked, the renter accepts full liability for any damages that may occur.

\_\_\_\_\_ No staples, nails, tacks, or adhesives of any kind may be used on the walls or ceilings. If these items are used, the cleaning/damage deposit will not be refunded, plus additional charges may be incurred, if necessary, to remedy any damage caused by such items. Scotch tape may be used.

Altamont Boy/Girl Scouts, Lake Committee, Little League Sports, Recreation Commission, and Saddle Club may use the building at no charge. Other non-profit community organizations may be eligible at the City's discretion. The key must be returned immediately following use.

The forfeit of the cleaning/damage deposit does not absolve the renter of any additional charges assessed by the City for damage or cleaning expenses beyond the cost of the deposit.

Reservations will be booked on a first come first served basis.

The City of Altamont reserves the right to cancel any event found detrimental to the health, safety, and/or welfare of the citizens or integrity of the facilities; or for any other reason the City deems necessary. No refunds will be issued.

The City of Altamont is not responsible for any accidents, injury, illness, or loss resulting from items applicants brings to the facility or grounds, and will not be held responsible for any items that may be lost stolen or damaged.

**WAIVER AND RELEASE FROM LIABILITY FOR ALTAMONT PARK BUILDING**  
**RESPONSIBILITY FOR DAMAGE**

I, \_\_\_\_\_ HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge the City of Altamont and its agents, employees, officers, directors, affiliates, successors, managers and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my participation in any of the events or activities, conducted by, on the premises of, or for the benefit of, upon the premises of the Altamont Park Building provided that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct.

By this Waiver, I and/or the organization which I represent assume any risk, and take full responsibility waive any claims of personal injury, death or damage to personal property associated with the Altamont Park Building while engaging in the activities prescribed within my application for use of the Altamont Park Building.

By this acceptance for Responsibility for Damage I and/or the organization I represent further assume risk for any damage done to the Altamont Park Building during which time I or the organization or activity I represent has access to or control of the Altamont Park Building. If the City of Altamont or its representatives notify me within thirty (30) days from the date of the use of the Park Building that damage has occurred during said use and the amount of said damage, I understand that I or the organization I duly represent must reimburse the City of Altamont within thirty (30) days from said notice. Should I or the organization I represent fail to reimburse the City of Altamont within said time period, the City of Altamont may take legal action to recover said damages as well as costs of said action, interest, and attorney fees, as well as punitive damages of not less than \$500.00 for failure to comply with this agreement.

I fully understand and agree to the terms and provisions of this Waiver and Release and Responsibility for Damages. I understand and agree that by signing this agreement I might waive or give up future legal rights. I am signing this Agreement freely and voluntarily, not under threat of duress, without inducement, promise or guarantee, but solely for the right and privilege to use the Altamont Park Building. My signature is proof of my intention to execute a binding, unconditional release of liability and acceptance of responsibility for damages to the full extent of the law. I am 18 years or older and of sound mental condition at the time I entered into this waiver.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Organization

**Park Building Cleaning Check-list**  
**509 E. 7<sup>th</sup>, Altamont, Kansas 67330**

**Before leaving please be sure to:**

- \_\_\_ Make sure the stove is off
- \_\_\_ Clean all bathrooms. Make sure stools are flushed and ensure stools and faucets are not running.
- \_\_\_ All tables and chairs must be wiped down and returned to the storage area on the storage racks.
- \_\_\_ All trash must be bagged up, placed in dumpster outside building, and new liners placed in receptacles.
- \_\_\_ Sweep all floors. Floors must be mopped during inclement weather or when serving food.
- \_\_\_ Cleaning of the kitchen will be subject to, but not limited to the following:
  - Remove any items you brought from the refrigerator
  - Clean kitchen facilities including sinks, cabinets, countertops, and any spills on or in kitchen equipment such as oven, refrigerator, stovetops, microwave, etc.
  - Be sure the refrigerator door is shut
  - Make sure no tape or streamers, etc. is left on wall, ceiling or fixtures
  - Wash, dry, and put away any utensils used
- \_\_\_ All personal items must be removed immediately following the conclusion of each event.
- \_\_\_ Turn the air conditioner off or the heat to the lowest setting
- \_\_\_ Turn off all lights
- \_\_\_ Lock two entry doors
- \_\_\_ 10 white tables accounted for
- \_\_\_ 80 white chairs accounted for
- \_\_\_ Return key to the City of Altamont