

RESTORED DEPOT MEALSITE
Rental Agreement Rules

1. The price of the rental shall be approved or amended, from time to time, by City Council.
2. All other rules and interpretations, not written here, shall be made by the authority of the City Finance Officer, and in his stead, the City Clerk.
3. A "responsible party" shall be designated at the time of a room rental agreement. The responsible party shall be the person designated to make the room reservation, on behalf of himself or a group of persons.
4. The room may only be used for the reason stated by the responsible party at the time of the reservation request.
5. No liquor or beer shall be allowed on the premises.
6. Room reservations shall be approved, only upon the receipt of full payment by the City Clerk's Office. No payments shall be accepted "after the fact". No groups shall be allowed to use the facility without prior booking, payment, and approval.
7. Times allowed for room rentals are strictly adhered to. It is the goal of the City that the replacement of all tables and chairs, after a function, be done efficiently so that no additional work hours, by City staff, need be utilized for cleanup, following a function.
8. A deposit, in addition to the rental fees, shall be required for large parties, ie, wedding receptions, birthday parties, and the like, where the chance of damage or excessive cleanup efforts are a real possibility.
9. Deposits shall be returned to the renter, after the function has been completed, and a decision made that either a full deposit or a partial deposit shall be returned. The City of Creston pays bills twice monthly.
10. Should the deposit not adequately cover the costs of damages or additional cleanup time required by city staff, an additional billing shall be forwarded to the responsible party.
11. No renter shall be allowed to use the kitchen facilities, without gaining prior approval of the City, and paying additional fees, and coordinating the usage with the Mealsite Director.

12. Renters shall not be allowed to alter the temperature setting on the room thermostat. Should the renter wish an adjustment to the temperature setting in the room, they must contact the on-duty City employee for assistance.
13. Renters shall be responsible for ensuring that lights are turned off, and all other utilities, such as water faucets, in a closed position, prior to departing the building, unless the on duty City employee has relinquished the renter from this responsibility.
14. No dancing, running, or sitting on tables, or horseplay shall be allowed on City property. The responsible party shall ensure that no damage is done to City property or furniture and fixtures.
15. Tables and chairs shall be returned to their original location after the renters have completed their function. If City personnel become responsible to return the room to it's original condition, and additional hours of work are incurred, the billing of these hours shall accrue to the responsible party. The City does not "cater" parties. The renter is expected to ensure that all furniture is returned to it's proper place, and the room left in good condition.
16. I have read these rules and agree to abide by the above rules,
as set forth in this document.

Signature of Renter	Date
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Phone Number/Address

for the City of Creston	Date
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Function: _____

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RESTORED DEPOT

ROOM RENTAL RATES (1st 3 HRS)

Effective July 1, 2009

To Be Paid When Reserved

	<u>NEW</u>	<u>OLD</u>
❖ Council Chambers	\$100.00	\$35.00
❖ Conference Room	\$25.00	\$15.00
❖ Memorial Room.....	\$25.00	\$15.00
❖ Mealsite.....	\$75.00	\$50.00
w/Kitchen (Karen needs to OK)	\$95.00	\$70.00
❖ Mealsite – Saturday/Sunday events (i.e. reunions) includes Kitchen (Karen needs to OK)	\$250.00	
❖ Surcharge – Out-of-County	\$40.00	\$30.00
❖ Fire Station.....	\$45.00	\$35.00
❖ Each Additional Hour Used	\$10/\$15	\$5/\$10
❖ Youth/City Boards/Groups	N/C	N/C