

Maize Community Building

ACKNOWLEDGMENT/RESERVATION FORM

As Sponsor of the group requesting to use the Maize Community Building, I hereby agree to:

- 1.) Abide by the rules set forth on the *Maize Community Building Usage Policy*.
- 2.) Accept full responsibility for the Building, its equipment, and users during the rental period.
- 3.) Rental Fees: Maize Residents - Rent: \$100 & Deposit: \$200 (Must live in the city limits.)
Non-Maize Residents - Rent: \$150 & Deposit: \$200

I also affirm that I have authority of the group to act as sponsor to reserve and use the facility. I acknowledge that I have read and signed the ***Maize Community Building Usage Policy***.

Date of Application _____

Name _____

Address _____

Telephone # _____

Rental Date _____ Rental Time _____

Event Type _____

Signature _____

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For Office Use Only

Rental Fee: \$ _____ Date Paid: _____

Deposit: \$ _____ Date Paid: _____

Key# _____ Issued to: _____

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Date Key Returned: _____ Date Deposit Voided / Returned _____

Comments: _____

City of Maize Community Building Usage Policy

I. Policy Statement

We hope you enjoy the use of your public facility. To ensure a pleasant experience and lasting facility, please carefully read the following policy detailing the lease of the **Maize Community Building**. Remember, this is a public facility and we all share in the cost of maintenance and cleaning. Deposits will not be returned if the following guidelines are not followed:

- a. The Sponsor (group or individual), who shall be at least 21 years of age, is responsible and will be held liable for the conduct of all persons in attendance and for the orderliness and any damages to the building or its contents.
- b. No signs or decorations may be attached to the walls or ceilings.
- c. Smoking, consumption of alcohol, and gambling *are prohibited*.
- d. Minors must have adult supervision at all times.
- e. All furnishings and equipment must be returned to their respective places after use.
- f. Heating/air conditioning thermostat shall be set on the appropriate energy saving temperature for the respective season (Winter 60°; Summer 80°); ceiling fan turned off.
- g. At the conclusion of the scheduled function, the doors must be locked and key returned to Maize City Hall, 10100 Grady Ave., by the next business day after scheduled activity.
- h. All trash and garbage shall be bagged and removed to the outside garbage container. Trash can liners shall be replaced in the receptacles (extra bags are located underneath kitchen sink).
- i. The use of this facility for commercial or profit purposes *is prohibited*.
- j. The City reserves the right to enter the building at any time to ensure compliance with the usage policy.
- k. The City reserves the right to prohibit any person or group from using the building if the rules are violated or if inappropriate activities have occurred.
- l. The Sponsor agrees to hold the City of Maize harmless from any claim made by any person(s), group or corporation arising from any incident occurring or premised on the use of the rented facility by Sponsor.
- m. All lights shall be turned off (including restrooms), windows closed and doors locked.
- n. The Sponsor and participants shall leave the building at the scheduled time of their agreement. *There is a 12 midnight curfew.*
- o. Per Sedgwick County Fire Code, the capacity limit for the Community Building is **84 persons**.
- p. The Sponsor and participants agree to abide by all State and Municipal laws during this agreement.

- q. A **\$25.00 fee** will be collected if the Sponsor does not pick up the Community Building Key during office hours.

II. Standards for Proper Cleaning

- a. Do not dispose of anything but liquids in the sink.
- b. Cleaning cloths are not supplied. Please bring your own.
- c. The stove, refrigerator and counters shall be cleaned and the floor swept.
- d. All furnishings and/or equipment will be put in their proper place after use (chairs and tables in proper racks).
- e. Carpet is to be vacuumed and vacuum put back in closet.
- f. Remove all food items & beverages from the refrigerator.

BY SIGNING THIS DOCUMENT, I FULLY UNDERSTAND ALL RULES & REGULATIONS AND AGREE TO ABIDE BY THEM.

Signature

Date