

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 _____

.....

For Office Use Only

Rental Fee: \$ _____ Date Paid: _____

Deposit: \$ _____ Date Paid: _____

Key# _____ Issued to: _____

.....

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 rental 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 key used to enter the building will not unlock the door permanently.** To unlock the door and allow guests to enter and exit without a key, use the allen wrench hanging to the left of the door on the door's push bar.
- b. The sponsor (group or individual), shall be at least 21 years of age. They are 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. Minors must have adult supervision at all times.
- c. No signs or decorations may be attached to the walls or ceilings.
- d. All furnishings and equipment must be returned to their respective places after use.
- e. Heating/air conditioning thermostat shall be set on the appropriate energy saving temperature for the respective season (Winter - 60°; Summer - 80°). All ceiling fans should be turned off.
- f. 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 the scheduled activity. If you prefer, the key can be returned in the drop box located at the east end of the City Hall parking lot.
- g. All trash and garbage shall be bagged and removed to the outside garbage container located on the west side of the parking lot. Trash can liners shall be replaced in the receptacles (extra bags are located underneath kitchen sink).
- h. The use of this facility for commercial or profit purposes ***is strictly prohibited***. ***Smoking, consumption of alcohol and gambling are also prohibited***.
- i. The City reserves the right to enter the building at any time to ensure compliance with the usage policy.
- j. The City reserves the right to prohibit any person or groups from using the building if the rules are violated or if inappropriate activities have occurred.

- k. 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 or illness occurring or premised on the use of the rented facility by the sponsor.
- l. All lights shall be turned off (including restrooms) and windows closed.
- m. The sponsor and participants shall leave the building at the scheduled time of their agreement, ***no later than 12 midnight.***
- n. Per Sedgwick County Fire Code, the capacity limit for the Community Building is 84 persons.
- o. The sponsor and participants agree to abide by all state and municipal laws during this agreement.
- p. A ***\$25.00 fee*** will be taken from the deposit if the sponsor does not pick up the Community Building key during office hours (8 to 5 Monday through Friday).
- q. A ***\$25.00 fee*** will be taken from the deposit if the keys become locked inside the building requiring a city employee to come unlock the doors during non-business hours.
- r. If the key is not returned to City Hall within five days after the rental date, the ***\$200.00 deposit*** will not be returned to the Sponsor or Renter.

II. Standards for Proper Cleaning

***Community building is sanitized once a week by City Staff.**

Sanitizing before and after event is renter's responsibility. Initial here _____

- a. Do not dispose of anything but liquids in the sink.
- b. Cleaning cloths are not supplied so please bring your own.
- c. The stove, refrigerator, and counters shall be cleaned and the floors swept.
- d. All furniture and/or equipment will be put in their proper place after use (chairs and tables in proper racks).
- e. Floors are to be swept with broom provided in closet. Mopped if necessary.
- 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

Wifi password: cityhall