

INSTRUCTIONS FOR THE ENCLOSED FORMS:

1. Rental Agreement must be signed and returned to the City Office along with the rental fee and deposit prior to the event.
2. Clean-Up Check List must be filled out, signed and left on kitchen counter. Deposit will not be returned if this is not done.
3. Key must be returned to the City Office.
4. Please make two checks (one for the rent/the other for the deposit). **MUST BE PAID PRIOR TO THE EVENT!!**

RENTAL RATES

Meeting room	\$25.00	_____
Matching Deposit	\$25.00	_____
Meeting room w/kitchen	\$50.00	_____
Matching Deposit	\$50.00	_____
Multipurpose room	\$50.00	_____
Matching Deposit	\$50.00	_____
Multipurpose room w/kitchen	\$75.00	_____
Matching Deposit	\$75.00	_____
Entire building	\$100.00	_____
Matching Deposit	\$100.00	_____
Entire Building 2 day event	\$150.00	_____
Matching Deposit	\$150.00	_____
Activities where alcohol is served (whole building)	\$175.00	_____
Deposit	\$250.00	_____
Set up fee prior evening	\$25.00	_____

It shall be unlawful for any person to consume alcoholic beverages within the corporate limits upon the public ways and property, including inside vehicles while upon the public ways and property, except that alcoholic beverages may be consumed in the Municipality's Community Center building if said beverages are served by a holder of a special designated license issued under Section 53-124.11 of the Nebraska Statutes. The Mayor shall be designated as the City's agent for making recommendations as to the approval or denial of a special designated permit license to be issued under Section 53-124.11 or Section 53-124.13. If the Mayor is unavailable to act as agent for the City, the City Clerk may act as agent for the City. It shall further be unlawful for any person to consume alcoholic beverages, within any other public business that is not a licensed liquor establishment.

RED CLOUD COMMUNITY CENTER (RCCC) RENTAL AGREEMENT

NAME OF RENTER _____

ADDRESS: _____

PURPOSE OF RENTAL _____

PERIOD OF USE _____

PORTION OF THE BUILDING BEING RENTED _____

RENTAL CHARGE _____

DEPOSIT PAID _____ TELEPHONE # _____

The Mayor and City Council of the City of Red Cloud gives and grants unto the renter the right to use the Community Center located at 142 West Third Avenue, in Red Cloud, Nebraska in consideration of the rental charge specified and upon the following conditions:

1. The renter shall read and agree to comply with the rates, rules and regulations of the RCCC as set forth by the Community Center Committee and approved by the City Council of the City of Red Cloud.
2. The renter shall not use the RCCC in violation of any Federal or State law, city ordinance or military regulation.
3. The renter shall pay for any damage or breakage to the building or the property therein that occurs during the time or as a result of the use of the RCCC by the renter.
4. This agreement is subject to termination by the City of Red Cloud should the renter fail to meet any of the obligations herein or if the renter has misrepresented the true purpose of use of the RCCC as stated above.
5. No alcoholic beverages shall be consumed on the premises except as provided by and in accordance with Red Cloud Ordinances and Nebraska Statutes.
6. The renter shall hold the Mayor, City Council, and RCCC in the City of Red Cloud harmless from all liability for injury, loss of, or damage to, any person or property that occurs during, or as the result of, the use of the RCCC, for all expenses that may be incurred as a result of a claim or demand by anyone, growing out of the use of the RCCC by the renter.
7. The renter shall be responsible for cleaning the rented space of the RCCC according to posted cleaning regulations or risk losing the entire deposit or a portion thereof.
8. Other conditions: _____

The RCCC and the City of Red Cloud shall not discriminate against any renter because of race, color, religion or national origin. However, the RCCC reserves the right to refuse renting of the premises to any party who has previously failed to comply with the above agreement or with the terms of the rules and regulations. Persons aggrieved of any action taken shall present their grievance to the Red Cloud City Council.

This agreement entered into on the _____ day of _____, 20_____

Renter Signature _____

CITY OF RED CLOUD
540 NORTH WEBSTER STREET
RED CLOUD, NE 68970
(402)746-2215 TELEPHONE
(402)746-2393 FAX

PLEASE CONTACT KIM DANEHEY-
NIBBE PRIOR TO YOUR EVENT
746-0130!!

RED CLOUD COMMUNITY CENTER GUIDELINES AND CHECKLIST FORM

Please read all guidelines before using the facility. Thank you for your cooperation.

DO NOT DRIVE ON THE SIDEWALKS TO LOAD OR UNLOAD
VEHICLES

Deposits

The deposit is the same as the rent charge. When alcoholic beverages are served, a \$250.00 damage deposit is required. Deposit will be refunded after inspection if no damage is found. When there has been no deposit made a charge will be assessed if the cleaning has been left undone.

Deposit

There is no actual damage deposit made. If there is damage done to the facility while being rented by anyone, the cost of repairing the damage can be taken from the deposit if the amount of dollar amount of repair is available through such deposit or the dollar amount of repair will be assessed to the renter.

Smoking

No smoking is allowed in entire building.

Telephone

There is a pay phone located in between the restrooms. The telephone number is (402)-746-9930. 911 may be dialed at no charge.

Alcohol

No alcoholic beverages are permitted without prior approval. Beer shall be served in cans only, no bottles.

ABSOLUTELY NO KEGS OF BEER!!

Chairs and Tables

Please wipe tables and chairs clean and dry before storing away. **USE CARE TO PREVENT MARRING MULTIPURPOSE ROOM FLOOR.**

Meeting Room

Wipe the conference table clean and throw away all trash. Do not leave any materials behind. Put all chairs back where they were. Do not adjust the thermostat. Turn off the lights and close the door.

Multipurpose Room

Lighting instructions: there are four lighting panels. The controls are located on the north wall east of the doors. Turn on however many panels you will need. The lights take approximately 10 minutes to reach full brightness. Once the lights reach full brightness, they may be dimmed using the dimmer switches located on the north wall to the west of the doors. Return the lights to bright before shutting them off. Shut off the lights before leaving the building. The volume control for the sound system is located on the north wall at the east end. Before using the sound system and microphones, have someone explain their operation to you. The bottom row of all four bleacher sections is retractable. Lift the wooden panel out and up and then push in or pull out. Put away all tables and chairs. Clean any spill immediately. There are brooms and mops in the janitor's closet in the kitchen.

Goals and Standards

The basketball goals are key-operated. If you want them up request this in advance. Anyone breaking or damaging goals, backboards or volleyball standards will be fully liable for the repair or replacement costs.

Kitchen

IMPORTANT!! Turn exhaust fan ON before using the stove burners or ovens. The exhaust fans are not commercially rated, therefore, no frying is allowed. The stoves and ovens are for heating, cooking and warming only.

Garbage Disposal

Throw all food scrapings (banana peels, melon rinds, coffee grounds, all grease and bones, etc.) into garbage bags. Flush disposal with ample cold running water with each use.

Cleaning Water for Scrubbing & Cleaning

Pour all dirty cleaning solutions into the metal sink.

Trash

Bag and tie all trash. Extra garbage bags on the counter or in the bottom of the garbage can. Clean the multipurpose room using the big garbage can on the dolly. Place all trash in the dumpster located inside the wooden fence at south end of building.

Cleaning Up

CLEANING SUPPLIES ARE LOCATED IN THE JANITOR'S CLOSET IN THE KITCHEN AND MEN'S RESTROOM.

Clean sinks and put away everything you used. **NEVER USE THE COUNTER TOPS AS CHOPPING BLOCKS – USE THE CUTTING BOARD! DO NOT PLACE HOT COOKING UTENSILS ON COUNTER TOPS – USE HOT PADS!**

Please launder and return any dishtowels and tablecloths you use or furnish your own. Please return laundered towels and tablecloths to the Community Center before turning in the key!!

In case of emergency call:

Kim Danehey Nibbe 746-0130

Sue Meline 746-3594

**PLEASE CONTACT KIM DANEHEY-
NIBBE BEFORE THE EVENT!!!!!!**

746-0130

**RED CLOUD COMMUNITY CENTER
CLEAN-UP CHECK OFF LIST**

EVENT _____ **DATE** _____

ROOMS BEING RENTED _____

Please initial after each item completed.

_____ **All trash (kitchen, restroom and MP room) bagged and removed. Trash cans replaced with clean liners and returned to original place.**

_____ **All chairs and tables wiped off and placed properly in racks. (Blue chairs place in the upright racks all facing the same direction and 6 chairs to each section.) Chairs and tables placed in the storage room in the same placement they were found.**

_____ **Bleachers swept out and placed in original position. MP floor swept.**

_____ **Hallway furniture placed in original position and hallway floor swept.**

_____ **All kitchen materials used washed, dried and put away.**

_____ **Kitchen counters wiped off, sinks cleaned and floor swept.**

_____ **All rugs vacuumed and returned to original location. All carpets vacuumed (including entry).**

_____ **Conference room table wiped off and all chairs placed in original position.**

_____ **Any spills (food, drink & alcohol) must be mopped. This is especially important where alcohol is being served.**

Signature _____ **Date** _____

**PLEASE COMPLETE AND LEAVE ON KITCHEN COUNTER.
PLEASE RETURN KEY TO THE CITY OFFICE.
THANK YOU!!**