

**COMMUNITY CENTER AGREEMENT
FOR
NON-PROFIT ORGANIZATIONS**

THERE IS NO CHARGE FOR USE OF THE COMMUNITY CENTER.

- 1. The agreement must be signed and returned to the City Office.**
- 2. Clean-Up Check List must be filled out, signed and left on the KITCHEN COUNTER.**
- 3. Key must be returned to the City Office.**

NAME OF ORGANIZATION: _____
PURPOSE OF USE: _____
PERIOD OF USE: _____
PORTION OF THE BUILDING BEING USED: _____

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

- 1. The user shall read and agree to comply with the 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 user shall not use the RCCC in violation of any Federal or State law, city ordinance or military regulations.**
- 3. The user 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 user.**
- 4. This agreement is a subject to termination by the City of Red Cloud should the user fail to meet any of the obligations herein or if the user 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 user 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 user.**
- 7. The user shall be responsible for cleaning of the building according to cleaning regulations attached.**

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 use 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_____.

Signature _____

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!!**