



FOR OFFICIAL USE ONLY

Date Submitted: _____

Received By: _____

Amount Paid: _____

CONFERENCE ROOM RENTAL AGREEMENT

Today's Date: _____ Date(s) Requested: _____

Name: _____

Organization Name (If applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Estimated Number of Guests: _____ Type of Function: _____

***** PAYMENT IS REQUIRED PRIOR TO ALL RENTALS*****

Regular Rental

Day Rental: \$25.00 between the hours of 9:00 a.m. to 5:00 p.m.

**(Other times may be considered, but require special arrangements)

If the City is closed for a holiday, the conference room is unavailable.

In the event a holiday falls on Monday, City Council reserves the right to cancel previous agreements for the Tuesday immediately following the holiday.

Nights and Saturday – By Special Arrangement ONLY

Evening Rental: \$25.00 between the hours of 5:00 p.m. to 9:00 p.m.

**(Other times may be considered, but require prior special arrangements)

Damage

We do not have a set security or damage deposit. The group or individual who leases the conference room agrees to cover the cost of **any** damage done to the building during its use.

CITY OF LAPWAI CONFERENCE ROOM RENTAL AGREEMENT

Key

Key can be picked up during regular business hours (Monday through Thursday 8:00 a.m. to 4:00 p.m.). If the key is not picked up during this time, a \$50.00 call out fee must be paid PRIOR to contacting City staff to unlock the door.

Please use the payment drop box to return the key at the end of a function. If the key is not returned there will be a \$50.00 key replacement fee charged.

Cleaning and Maintenance

The meeting space, bathrooms, and kitchen area should be left as clean as they were found. If additional cleaning is required, there is a mandatory fee of \$30.00 per hour and/or your group may be suspended from renting the conference room for future events.

Rules and Regulations

- No alcohol is permitted in the building.
- The City offices and maintenance shop are off limits during events, any items that should come up missing will need to be replaced by the renter.
- Please DO NOT change the thermostat setting; it needs to be set at 71 degrees.

When You Leave

- Make sure that ALL doors are secured shut and locked.
- Turn off all lights, including those in the restrooms.
- Chairs need to be returned to the place they were found.
- Tables must be cleaned and returned to the way they were found.
- The kitchen area is equipped with a refrigerator and microwave; please make sure they are as clean when you leave as when you arrived.
- Please make sure that *anything* you bring into the facility is removed.
- You are responsible for removing your **trash**; place tied trash bags at the end of the hall just past the women's restroom. Our maintenance staff will dispose of them. If an excess amount of trash is generated, we ask that you please take it with you to dispose of elsewhere.
- We will provide a vacuum, mop, bucket, rubber gloves, cleaning supplies, paper towels, etc. to clean up after your use.

Notes on Decorations

- No taping or nailing anything to the walls.
- Candles are permitted if floating in water vases, otherwise candles should not be used.

By signing below, I agree to and understand and have read the information about the rental fee and what it includes, cleaning, damage and key replacement fees and I agree to and understand to the conditions and terms set forth.

Signature: _____ Date: _____