



COMMUNITY ROOM/TOWN PARK RENTAL AGREEMENT

Date Requested: ___/___/___

Time: ___:___ am/pm - ___:___ am/pm

Name or Organization: _____

Address: _____ (____)_____-_____
Street Address City State Zip Phone

Type of Function: _____ Number of Participants: _____

Contact person and phone #: _____ (____)_____-_____

Community Room Rental: (Includes access to kitchen sink, large coffee urn & stove ONLY, no other items)

	<u>Resident:</u>	<u>Non-Residential:</u>
❖ 4Hours	\$75.00	\$100.00
❖ Each additional hour	\$15.00	\$ 20.00
❖ Maximum Occupational Load:		
○ 90 people when room is filled with tables & chairs		
○ 185 standing guests and one serving table		
○ Set up & clean up is the responsibility of lessee		
❖ 4 Hour Park Rental:	\$60.00	\$85.00
❖ Each additional hour	\$15.00	\$20.00

• **Circle Specific Area**

- BBQ Pit, Gazebo, NW Corner, Horseshoe Area, Volleyball Court

(Groups of 20 people or more must have a "Park Use Permit" from the Town)

- ❖ Will your event need an electrical connection? \$10.00 YES / NO
- ❖ Additional cost to rent horseshoes \$10.00

Deposit: \$250.00

Total amount of rental and damage deposit fee: \$ _____

Signature

Date:

(Please write separate checks for rental and deposit fees, deposit check is returned when keys are returned)



COMMUNITY ROOM/TOWN PARK RENTAL AGREEMENT

GENERAL RULES FOR COMMUNITY ROOM/TOWN PARK RENTAL:

1. Individuals, groups, organizations, hereinafter referred to as “Lessee” will comply with all applicable rules, regulations and policies of the Town of Mead, hereinafter referred to as “Town”. Town sponsored or hosted functions are exempt from these fees.
2. A damage deposit in the amount of \$250.00 is required in order to secure your reservation, facility keys must be checked out before 4:30 p.m. the day of the event if it is on a weekday or by 4:30 p.m. the Friday for the weekend of event.
3. The privilege to use the building or park in the future will be denied to persons and or groups that fail to comply with the rules of this agreement.
4. During the time the facility is being used by the Lessee, the Lessee is responsible for any and all accidents, injuries, damages or loss of property. The Town of Mead and its designated representatives shall be held harmless for any and all claims resulting from the use of the facility.
5. Lessee shall provide proper supervision, ensuring the protection of persons and property in its care enforcement of facility rules and regulations and restriction of all participants to authorized areas only.
6. There are to be **NO** thumb tacks or tape put on the walls. The building and grounds must be cleaned. Lessees are responsible for set up and clean up of the community room and kitchen.
7. Lessee is responsible for proper cleaning of the facility being used. This includes decoration removal, floor cleanup, wiping down tables, chairs and counters. Proper disposal of trash before vacating the premises. If additional cleaning is required, the Town reserves the right to forfeit the Lessee’s damage deposit. Any additional charges incurred will be the responsibility of the lessee.
8. **NO** alcoholic beverages of any kind are allowed to be served **OR** consumed on the premises, community room or park.
9. Smoking is **PROHIBITED** in the Town Hall, Community Room and/or restrooms.
10. Reservations must be paid in full three (3) days prior to event.

COMMUNITY ROOM / TOWN PARK POLICIES:

1. Removal of any Town owned property from the facility is strictly prohibited; violators are subject to criminal prosecution.
2. **NO** vehicles are to be driven or parked on grass at any time without written permission from the Town of Mead Public Works Department.
3. If stakes are to be driven into the ground, please be aware of any irrigation lines present, lessee will be held liable for any damaged line.
4. If plastic or a “dance floor” is laid on grass, it must be removed in a timely manner to prevent the grass from dying.
5. Horseshoes are to be played in the designated area only.
6. The park can be reserved from 8:00 am to 8:00 pm, 7 days a week.
7. Noise ordinance is strictly enforced (amplifiers, stereos, etc...)
8. Failure to obey park closing time or allowing unruliness by members of the group will warrant forfeiture of all deposits.
9. Park use permit must be available at facility during time of use by lessee.
10. Please be aware that the park is a public place and there may be other residents using other areas of the park.



COMMUNITY ROOM/TOWN PARK RENTAL AGREEMENT

Public Use of Public Facilities

Sec. 10-13-50. Noise levels for specific premises.

It shall be unlawful for any person to emit or cause to be emitted any noise which leaves the premises on which it originates and crosses the property line of such premises at a distance of twenty-five (25) feet in excess of the sound pressure levels during the time periods as specified in Table A. It is further unlawful for any person to emit or cause to be emitted any noise within the public premises in excess of the noise sound pressure level during the time period as specified in Table A.

<i>TABLE A Maximum Allowable Noise Sound Pressure Levels For Specific Premises</i>			
<i>Premises Where Noise Originated</i>	<i>Time Period</i>	<i>Maximum Allowable Sound Pressure Level</i>	<i>Location of Sound Pressure Level Measurement</i>
Residential premises	7:00 A.M. to 7:00 P.M.	55 dB(A)	25 feet from property line
	7:00 P.M. to 7:00 A.M.	50 dB(A)	25 feet from property line
Commercial premises	7:00 A.M. to 7:00 P.M.	60 dB(A)	25 feet from property line
	7:00 P.M. to 7:00 A.M.	55 dB(A)	25 feet from property line
Industrial premises	7:00 A.M. to 7:00 P.M.	80 dB(A)	25 feet from property line
	7:00 P.M. to 7:00 A.M.	75 dB(A)	25 feet from property line
Public premises	7:00 A.M. to 7:00 P.M.	75 dB(A)	25 feet from noise source
	7:00 P.M. to 7:00 A.M.	70 dB(A)	25 feet from noise source

Release of Liability and Agreement to Hold Harmless

The applicant and sponsoring organization agrees to use the Community room according to Town policy and administrative regulations providing for community use of the facility and further agrees to pay for repair or replacement at the Town’s discretion to damage to the facility and/or equipment damage found.

The applicant and sponsoring organization hereby agrees to indemnify and hold harmless the Town of Mead, its officials and employees for damage or loss of property within the premises. The applicant also agrees to release the Town of Mead from any liability for the injury or death of any person arising from the utilization of the premises under this agreement. The applicant agrees to be legally responsible for the conduct and control of both patrons and participants and agrees to be financially responsible for any damages or injuries incurred arising from the utilization of the premises under this policy agreement.

THE UNDERSIGNED AGREES TO THE ABOVE STATED CONDITIONS:

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Signature

Date:



COMMUNITY ROOM/TOWN PARK RENTAL AGREEMENT

Keys Issued: Community Room # ____ Kitchen # ____ Date checked out: ____/____/____

COMMUNITY ROOM/PARK RENTAL CLEANING CHECK LIST

EVENT DATE:	STAFF/DATE CHECKED	STAFF/DATE CHECKED	STAFF/DATE CHECKED
(DOES NOT INCLUDE DISHWASHER OR ITEMS IN CABINETS)			
KITCHEN- <i>Clean sinks, wipe down counter tops and stove</i>			
FLOORS- <i>Swept and moped with HOT water and cleaning solution</i>			
CARPETED AREA- <i>Vacuumed</i>			
TABLE & CHAIRS: (NOT ALLOWED OUTSIDE OF COMMUNITY ROOM) <i>Cleaned and restacked</i>			
COMMUNITY ROOM- <i><u>All</u> trash needs to be picked up from kitchen and community room and taken to dumpster receptacle outside</i>			
PARK GROUNDS- <i>The grounds outside needs to be picked up from trash & debris and taken to dumpster receptacle</i>			
LIGHTS- <i>Please make sure ALL lights are turned off in bathrooms, kitchen and community room</i>			
DOORS- <i>Make sure doors are locked and the community room secured</i>			

Staff Signature: _____

** PLEASE LIST ANY MAINTENANCE ISSUES THAT NEED TO BE ADDRESSED BY THE TOWN**
