



Rolla Parks & Recreation 901 N. Elm - Room 306 • Rolla, MO 65401 (573) 426-6901 • Fax: (573) 426-6947 jquackenbush@rollacity.org		<h2 style="margin: 0;">Eugene Northern Rental Application</h2>		
Name	Email		Phone #	
Address	City		State/Zip	
Date(s) Requested	Purpose:	Headcount:	Begin Time:	End Time:

*** You must pick up the key prior to your event. Mon. - Fri. - Parks Office - 3rd Floor City Hall - 901 N. Elm Street**

HOURS	FEE	Subtotal	+Deposit	TOTAL
EUGENE NORTHERN COMMUNITY HALL	\$25.00		\$50	
	\$50-For Profit Rental			
By initialing this line, I understand that if I do not clean up after my rental at Eugene Northern Community Hall and put any tables and chairs away I will forfeit my deposit. _____				
KEY CHECKOUT: * Please pick up key from the Parks Office (901 N. Elm – Room 306) before rental and return first business day after rental. Saturday/Sunday rentals will need to pick up the key before close of business on Friday and return them Monday. Failure to return the key within three business days of your rental, will result in the loss of the deposit.				
Renter's Initials: _____				

GENERAL LIABILITY – ADDITIONAL INSURED**		
N/A	YES	NO

GRAND TOTAL
\$

ADDITIONAL COMMENTS:

By signing this agreement, I verify that I have read and understand the information and guidelines printed on the back of this form including the General Liability and Hold Harmless Agreement.

Purchaser's Signature
Date

For Office Use Only:

Amount Received: _____ Payment Method (circle one): Cash Check Credit Card
 Date of Purchase: _____ Staff: _____ Deposit Refund: _____ Date: _____

** The City shall require proof of general liability insurance naming the City as an additional insured for any recognized group and a hold harmless agreement from any individual.

Hold Harmless Agreement

We agree to protect, indemnify, save and keep harmless, CITY OF ROLLA and their employees against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises causing injury to any person or property, including injury to ourselves, and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of our use of the premises and comply with and perform all the requirements and provisions agreed to and required by CITY OF ROLLA, during the above use of City facilities. We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises, and who has not previously agreed to protect, indemnify, save and keep harmless CITY OF ROLLA, and whose signatures do not appear on this agreement. We also agree to pay for any damages to the premises and equipment caused by our use or negligence, excluding normal wear and tear of the premises or equipment. We also agree to notify CITY OF ROLLA personnel of any damages or hazardous conditions immediately, and to immediately discontinue use of the premises, until the condition can be corrected.

Refund Policy

Cancellations made prior to 1 month will include refund of deposit and rental fee.

Cancellations made within 1 month will result in forfeit of deposit.

Cancellations made within 2 weeks will result in forfeit of deposit and ½ of rental fee

Rental Policy

1. All fees and deposits are due at the time of reservation.
2. Renter must be at least 21 years old to request facility rental.
3. Rental time includes your set-up and clean-up time. You will be allowed into the Eugene Northern Community Hall at your designated beginning time and are expected to vacate the room by your designated ending time.
4. No person shall mark or deface rental property. Table decorations only. This means no tape, glue, tacks, pins or nails in the walls, floors, or ceilings or any other surface. No decorations may be fastened to the ceilings or ceiling light fixtures. Do not use scotch tape, tacks, or other fasteners on the ceiling or walls. The tables may be decorated with such items as tablecloths, balloons, or other freestanding decorations. However, no open flames (i.e. candles) may be used. All materials brought into the premises should be flame resistant. Simulated smoke machines are not allowed.
5. The Applicant is responsible for the adult supervision of all minors. It shall be the liability of the parent or guardian for any violations by the minor. Children eight years or younger must be supervised at all times by a person 16 years or older.
6. Music is permitted, but any unreasonably loud, disturbing, and unnecessary noise within the City is hereby prohibited. Therefore, volume should be kept to a minimum.
7. There shall be no illegal drugs or alcoholic beverages brought to, or consumed on, the premises.
8. City facilities are designated smoke free.
9. At no time will furniture or fixtures be moved, removed, or rearranged without prior approval.
10. The renter agrees to pay interest at the rate of twelve percent (12%) per year and attorney fees incurred in collecting any expenses not paid within fifteen (15) days of the invoice date.
11. The City shall require proof of general liability insurance naming the City as an additional insured for any recognized group and a hold harmless agreement from any individual. In the event that the recognized group cannot obtain insurance, they must sign a hold harmless agreement for all members of the group. The City reserves the right to deny use if one or both of the above listed requirements is not met.
12. **DAMAGE DEPOSIT:** A portion of the deposit may be withheld if the facility is left dirty, damage occurs to equipment or building, or additional time is spent in the room. A deposit is required at the time of reservation. Groups that use the facility on a regular basis will have a one-time deposit; refunded when the group no longer wishes to use the facility. Deposit will be withheld if any of the above rules are not followed. Any damage or lack of cleanliness noted in the inspection conducted at the end of the use, and not existing at the beginning, shall result in deductions from the deposit. After the inspection checklist has been completed and returned to the Parks & Recreation Department, the deposit may be returned if there are no reported damages.
13. These policies may be amended or expanded as deemed necessary by the City of Rolla. Should changes occur, they will be explained at the time of the reservation. All questions should be directed to the Parks & Recreation Department at (573) 426-6901.
14. Eugene Northern Community Hall may be rented on a regular basis for an extended time (ex. a church).
15. The Hall may be rented to not-for-profit organizations to conduct not-for-profit fund-raising activities with the rental fee being twice the regular fee.
16. The Hall may be rented for profit motivated activities such as (but not limited to) businesses, garage sales, flea markets, etc., where goods or services are offered for sale. The rental fee shall be twice the regular fee.
17. Fees may be waived for official business for governmental agencies (local, state, or federal), involving City of Rolla employee training as determined by the Parks Director.

Please initial to acknowledge understanding of rules and expectations. _____