



# OLATHE COMMUNITY CENTER RENTAL AGREEMENT

### General Olathe Community Center Information:

- Rental Hours: 6:00 am—8:00 pm
- Rental Fees:
  - Refundable Deposit: \$100 without kitchen / \$200 with kitchen
  - Rental Fee: \$100 without kitchen / \$150 with kitchen

**NO ALCOHOL IN BUILDING  
WITHOUT REQUIRED PERMIT  
AND FEES**

### RENTAL AGREEMENT:

I, the undersigned renter, do hereby release the Town of Olathe, its charges and volunteers and its employees from liability for any injuries or damages that occur as a result of attendance or of the participation of myself and/or other participating parties in the rental of the Olathe Community Center. Further, the renter agrees to save and hold harmless the Town of Olathe, its officers, agents or employees, for any damages or personal injury which may result from activities occurring in the Town of Olathe/Olathe Community Center property. The renter understands that the required deposit may be forfeited if all rules and regulations are not followed or damage to facility occurs and further agrees that the renter agrees to pay the additional cost of any damage to the facility occurring during contracted rental date and time or as a result of any negligence by the renter. The renter also agrees to complete the following checklist when contracted use of the Community is completed. I understand that failure to comply to the following rules and regulations listed below may result in forfeiture of my building deposit.

- **CAPACITY IS 68 MAXIMUM**
- **NO ALCOHOL IN BUILDING WITHOUT REQUIRED PERMIT AND FEES**
- **FOLLOW ALL CURRENT SOCIAL DISTANCING GUIDELINES AND FACEMASK REQUIREMENTS**
- Renter is responsible for any and all damage done to the Olathe Community Center while occupied by renter.
- Renter must supply cloths for clean-up. (Brooms/mops are located in the front closet.)
- NO SMOKING ALLOWED IN BUILDING
- **NO LOUD MUSIC— all music and event activities must stop at 8:00 PM to avoid forfeiture of deposit.**
- NO Congregating outside Community Center building
- Sweep all floors including restrooms, mop any spills and clean tables
- Replace tables and chairs to original positions
- Pick up and dispose of all trash (dumpsters are located outside behind the building)
- Close all windows
- Turn off all lights
- Lock both doors (please pull on doors to make sure they are locked)
- Return key to Olathe Town Hall
- **NO PROPANE USE ALLOWED IN BUILDING**

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Kitchen Rental: Yes \_\_\_ No \_\_\_ Liquor Permit: Yes \_\_\_ No \_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### Office Use Only

Deposit Fee \$ \_\_\_\_\_ Cash \_\_\_ Check # \_\_\_\_\_

Deposit Returned: Yes \_\_\_ No \_\_\_

Rental Fee \$ \_\_\_\_\_ Cash \_\_\_ Check # \_\_\_\_\_

If no, why: \_\_\_\_\_

Key Number: \_\_\_\_\_ Date Checked Out \_\_\_\_\_ / \_\_\_\_\_ Date Checked In \_\_\_\_\_ / \_\_\_\_\_