



OLATHE COMMUNITY CENTER RENTAL AGREEMENT

General Community Center Information:

Rental Hours 6:00AM-9Pm

Rental Fees: \$100 Refundable Deposit/\$150 Rental Fee.

Kitchen is not available.

**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 the 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 Center is completed. I understand that failure to comply to the rules and regulations listed below may result in forfeiture of my deposit.

- ◆ **Maximum Capacity is 68**
- ◆ **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 provide own cleaning cloths. (Brooms/mops are located in the front closet)
- ◆ NO SMOKING IN THE BUILDING
- ◆ No loud music– All music and event activities must stop by 9:00PM to avoid forfeiture of deposit.
- ◆ No congregating outside of the Community Center building
- ◆ Sweep all floors including restrooms, mop and spill and clean tables
- ◆ 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: _____ Liquor Permit: Yes _____ No _____

Signature: _____ Today's Date: _____

Office use Only

Deposit \$ _____ Cash _____ Check# _____ Deposit Returned: Yes _____ No _____

Rental Fee \$ _____ Cash _____ Check# _____ If no, why: _____

Key Number: _____ Date checked out ____/____/____ Date checked in ____/____/____