

Physical Address:
El Dorado Civic Center
201 E. Central Ave.
El Dorado, KS 67042

Business Address:
City of El Dorado
220 E. 1st Ave
El Dorado, KS 67042

Office use only:

- Paid R# _____
 Reservation on Spreadsheet

Civic Center Breakout Room Agreement Form

\$150 per day; includes setup of chairs and tables.

Lessee Information:

| | |
|---------------------------|----------------------|
| <u>Event Date(s):</u> | <u>Purpose:</u> |
| <u>Responsible Party:</u> | <u>Organization:</u> |
| <u>Contact Phone:</u> | <u>Email:</u> |

Rental Policies and Procedures

Reservation and Payment:

- Reservations will be made on a first come first served basis. Reservations will be confirmed when the written application and rental fee have been returned.
- Payments can be made using cash, card or check.
Checks must be written to the City of El Dorado.
- Cancellations must be given 2 weeks from scheduled event for a full refund. Cancellations given 1 week from scheduled event will receive a refund in half of the amount paid. NO refunds will be submitted if the cancellation is less than six days regardless of amount paid. If the cancellation is due to a medical emergency or death, written notice is required and will be at management discretion.
- Breakout Room reservations do not require a walkthrough unless requested.
- All activities, including all cleanup, shall end by 11:59 p.m. on the reservation date unless prior special permission has been granted and approved by management. **All guests, decorations, and items not provided by the Civic Center must be out of the building by the designated time or the lessee will be subject to an additional charge.**
- **The KEY must be picked up by 5:00 p.m. on the day of your reservation Mon-Thurs or by noon on Friday. Weekend reservations must pick up the key by noon the Friday before.**
- When the event is over, clean-up has taken place, and all doors are securely locked, drop the key into the drop box in the corridor. Failure to return the facility key will result in a \$500 replacement fee billed to the lessee.

The rental of the El Dorado Civic Center Facility is subject to the following provisions:

1. The use of the facility must be for the purpose stated in the event description above.
2. The Lessee signing the agreement for the use of the facility will be responsible for all persons entering the facility regardless of whether or not all those entering are members of the group which has been permitted to use the facility. Only the specific section of the facility mentioned in the agreement is to be used by the group.
3. Use of tobacco, illegal drugs or disorderly conduct is prohibited.
4. All groups must observe all posted regulations in the rental facility.

5. Any and all events with minors in attendance must provide adequate supervision for all underage attendees. The City reserves the right to refuse use of the facility by any groups not in compliance with this regulation if they feel it is in the City's best interest to do so.
6. The lessee is responsible to leave the facility in the same condition it was found. This includes removal of all trash to outside dumpster, wiping down tables and sweeping the floors.
7. Renter is responsible for cleanup of excessive spills or accidents.
8. City will inspect the premises to its satisfaction after the lessee's use. Any damage or excessive cleanup needs, noted by the inspector, to the Civic Center building and/or grounds will result in a charge to the lessee. It is the responsibility of the lessee to ensure that the caterer provides proper cleanup.
9. The following policies apply to all decorations:
 - **NO** nails, tape, tacks or staples are allowed on the Civic Center walls. Blue Painters tape is an acceptable adherent
 - **NO** glitter, confetti, hay and straw are allowed to be used for decorating within the facility.
 - All candles must be placed on non-combustible surfaces. All materials provided by the rental agreement must be kept free of wax or residue.
 - All items brought into the building by lessee need to be removed by the end of the rental period. Lessees are asked to remove food, materials, equipment, furnishings and decorations or garbage left after use of the facility.
 - No forklifts or pallet jacks of any kind are allowed in the Civic Center building.
 - **Failure to comply with any of the aforementioned decoration rules may result in a loss of future facility usage privileges.**
10. The City of El Dorado cannot be responsible for accidents, injury or loss/damage of personal property.
11. Rules and regulations are subject to change at the City's discretion.
12. The Fire Department has the right to walk-through the building at any point during the event to check the occupancy and ensure compliance with the fire code.
13. The lessee signing this agreement agrees to be the responsible party.

Hold Harmless Agreement

- The lessee as well as their representative organization or group, agrees to defend, indemnify and hold harmless the City of El Dorado, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented Depot space except to the extent any such claims may arise from any act or omission of the City of El Dorado.

I have read the procedures for use of the El Dorado Civic Center and agree to abide by the regulations set forth by the City of El Dorado. I assume responsibility for any damages that might occur during my use of the facility.

Signature of Responsible Party

Date

Name of Responsible Party

Breakout Room Lessee Reminders

Lessee Reminders

- East Door is unlocked from the inside
- West Door is locked and unlocked from the outside
- When unlocked check ADA buttons to ensure they are functioning properly

General Policies

- No Parking in Fire Lanes
- Use of illegal drugs, smoking, and/or gambling is not permitted in the El Dorado Civic Center
- Only those rooms specified on the agreement will be available for use
- All minors on the premises must have adequate adult supervision
- **All activities, including all cleanup, shall end by 11:59 p.m. on the reservation date unless prior special permission has been granted and approved by management. All guests, decorations, and items not provided by the Civic Center must be out of the building by the designated time or the lessee will be subject to an additional charge.**

Decorations

- NO nails, tape, tacks or staples are allowed on the Civic Center walls. Blue Painters tape is an acceptable adherent
- NO glitter, confetti, hay and straw are allowed to be used for decorating within the facility.
- All candles must be placed on non-combustible surfaces. All materials provided by the rental agreement must be kept free of wax or residue.
- All items brought into the building by lessee need to be removed by the end of the rental period. Lessees are asked to remove food, materials, equipment, furnishings and decorations or garbage left after use of the facility.
- No fork lifts or pallet jacks of any kind are allowed in the Civic Center building.
- **Failure to comply with any of the aforementioned decoration rules may result in a loss of all facility usage privileges.**

Post Event Checklist

- All trash has been moved to the dumpster on the east side of the building
- Ensure all floors and tables are clean including sweeping, disposing of all trash, and wiping down surfaces
- Excessive spills and accidents have been cleaned
- HDMI cable and projector remote have been returned to the counter area
- All lights and projectors are turned off
- All doors are locked
- Keys are deposited in the drop box

For non-emergency issues contact: DO NOT CONTACT 911 FOR CIVIC CENTER ISSUES!

316-321-9100 (during regular business hours; Mon-Thurs 7:30a-5p and Fri 7:30a-noon)

316-377-3501 (after hours)