

City Clerk's Office  
509 5th Street  
PO Box 37  
Osawatomie, Kansas 66064  
(913) 755 - 2146  
cityclerk@osawatomieks.org



City Hall  
439 Main Street  
PO Box 37  
Osawatomie, Kansas 66064  
(913) 755 - 2146  
info@osawatomieks.org

## MEMORIAL HALL RENTAL APPLICATION

I request use of the building stated above, to have a(n)

\_\_\_\_\_  
(Activity Planned)

I request the following day and time:

Day of Week \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

7:00am – 3:00pm \_\_\_\_\_ All Day (7:00am – Midnight) \_\_\_\_\_

4:00pm – Midnight \_\_\_\_\_

I agree to pay the required deposit and agree to be responsible for and reimburse the City the cost of damage to the building and/or clean up expenses arising from our use during the stated period.

I agree to the rule that alcohol in any form is not permitted on these city premises.

I agree there will be a responsible adult present at all times during the rental period.

I agree to contact the police department immediately if the building is damaged or unclean upon my arrival and of any damage or other dangerous condition which is observed or discovered on or about the building during the use of the facility.

To the extent permitted by law, in consideration of the permission to use the facility, on behalf of myself and the individuals and organization that will use the facility as a result of this application, I agree to hold the City of Osawatomie harmless from any and all personal injury and damages sustained by persons or to property during the use of the facility.

I acknowledge receipt of the rules and regulations governing the building rental which are incorporated in this application and made a condition of use for the building.

I agree to abide by the terms of this application and all regulations governing the building rental.

\_\_\_\_\_  
(Signature of Responsible Individual)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone)

**For Clerk Use Only:**

Deposit Amount: \$100.00

Received On: \_\_\_\_\_

(Due at Time of Reservation)

Rental Amount: \_\_\_\_\_

Received On: \_\_\_\_\_



## **RENTAL CONTRACT FOR THE TEMPORARY USE OF MEMORIAL HALL**

*These regulations are effective as of May 20, 2020 and supersede all previous regulations.*

Memorial Hall is a public facility owned by the City of Osawatomie. It was restored in 1982 using city funds, county funds, and donations. It is intended for the use and enjoyment of the people of this community. The following regulations are designed to assure that the facility is properly cared for by those who use it and to distribute a portion of the building's utility costs among those who use the building.

Failure to follow these regulations will result in being denied future use of Memorial Hall, the forfeiture of any and all deposit or rental fees paid, and payment for damages in excess of the security deposit.

### **SECTION 1. CONTROL AND MANAGEMENT:**

1. The City Manager shall have control and management of the Memorial Hall as to rentals, leases, fixing dates, collection of rentals, protection of the building, furniture and fixtures, with power to grant, limit, or refuse leases and sale of any property or services all subject to review by the City Council as provided below.
2. All applications for the use of the Memorial Hall or any part thereof shall be made at the Utility Office (509 5<sup>th</sup> St.) between 8:00 a.m. and 4:30 p.m. weekdays.
3. In fixing the price of rentals, the City Manager or his designee shall classify all entertainment or public gatherings as hereafter provided. All rentals must be paid to the City Clerk's office according to the classification as hereafter set out.
4. The City may require extra police protection at the expense of the party using the Memorial Hall if it is deemed expedient by the City Manager.
5. The City Manager shall have the authority to refuse the use of the Memorial Hall or any part thereof to any lessee that has abused public facilities on previous occasions.
6. Any person or organization which is dissatisfied with any decision made by the City Manager in enforcing these regulations may appeal such decision to the City Council.
7. In the event of an emergency or disaster, the City reserves the right to cancel any reservation made at this facility.

### **SECTION 2. RULES AND REGULATIONS:**

1. Facility keys are located at the Police Department, and must be picked up and returned to the Police Dispatcher on the day of the event.
2. Alcohol and/or liquor is not permitted at any event, whether for consumption or for sale. The only exception being that for wedding receptions or anniversary parties, the celebrating couple is permitted to share a toast.
3. Renters understand that the efficiency kitchen located inside Memorial Hall is not intended for food preparation and should only be used to heat, warm, or serve catered/previously prepared food. The kitchen is not stocked with necessary supplies and renters are responsible for bringing what they need for preparation and cleanup, including but not limited to utensils, towels, detergents, etc.
4. Renters are responsible for their own setup of chairs and tables. The City has a collection of folding tables and chairs available for use, and any items removed must be returned to their assigned storage space following the conclusion of the event.



5. Decorations may be affixed to appropriate surfaces using non-marking methods such as tape. Tacks, nails, or staples are not permitted. Renters assume responsibility for any damage done by decorations.
6. GLITTER AND CONFETTI ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES. Renters who violate this rule forfeit their deposit.
7. If Memorial Hall is damaged or unclean when you arrive, please immediately advise the Police Dispatcher so they can log the information appropriately and avoid a disruption of your deposit return.
8. No one under the age of 18 may rent the facility.
9. The facility may be rented up to six months in advance of the planned event. Exceptions may be made for annual events or weddings.
10. Cancellations made up to seven (7) days prior to the event will receive a full refund of the deposit and rental fee. Cancellations made within seven (7) days of the event will receive a partial refund in the amount of the rental fee. The deposit will not be refunded for short-notice cancellations. Day-of cancellations or "no shows" will receive no refund. Refunds on emergency cancellations (due to death, severe illness, or weather-related disasters) are subject to City Manager's approval.
11. Renters agree to follow the cleanup checklist as noted in Section 3 in order to receive a full return of their deposit.
12. Renters may expect a full return of their deposit within one week of their event, assuming the City finds the facility was left in an acceptable condition.

### SECTION 3. CLEANUP CHECKLIST:

1. All floors shall be cleaned to remove litter, spilled drinks, dirt, etc. Brooms and mops are available for use inside the utility closet.
2. All trash accumulated during the event shall be disposed of in the large outdoor receptable. Renters are responsible for the removal of any trash that will not fit into the provided receptable.
3. Tables and chairs shall be returned to their original locations.
4. Kitchen shall be cleaned in its entirety: all stovetop burners and oven are to be turned off and wiped down, the sink emptied and rinsed clean, the refrigerator empty and clean inside, and all countertops cleaned and free from any trash, leftover supplies, or food debris.
5. Bathrooms are to be left in a neat and sanitary condition.
6. All lights and fans, if used, are to be turned off.
7. Cleanup shall be completed immediately following the conclusion of the event, not the following day.

### SECTION 4. RENTAL FEES:

Fees are set annually by the Annual Fee Schedule with the following exceptions:

- There shall be no rental or deposit fees for the following organization(s):
  - o Unified School District #367
  - o Osawatomie Chamber of Commerce
  - o Homeschool Groups



- There shall be no rental fee for a benefit for someone with severe illness, however a deposit will still be required.
- There shall be no rental fee for the Alumni Association, however a deposit will still be required.
- There shall be no rental fee for community service groups that provide free services to the public (dependent upon City Manager's approval), however a deposit will still be required.

The following organizations, which were using the building before the renovation, are considered grandfathered and therefore pay the grandfathered fee per the Annual Fee Resolution:

- Fiddlers and Pickers
- Mo. Pacific Women's Club
- Women's Card Club
- Twin Rivers Camber Club

**Annual Fee Table of the City of Osawatomie (Effective January 1, 2024)**

Monday - Friday	7:00am – 3:00pm	\$60.00
	4:00pm – Midnight (12:00am)	\$70.00
	All Day	\$80.00
Saturday, Sunday, or Holidays	7:00am – 3:00pm	\$70.00
	4:00pm – Midnight (12:00am)	\$80.00
	All Day	\$90.00
Grandfathered Organization(s)		\$45.00
Deposit		\$100.00

*This application and contract are approved by the City Manager of the City of Osawatomie on this, the 20th day of May, 2020.*

## **CLEANUP CHECKLIST FOR RENTERS OF MEMORIAL HALL**

- ☐ All floors shall be cleaned to remove litter, spilled drinks, dirt, etc.  
Brooms and mops are available for use inside the utility closet.
- ☐ All trash accumulated during the event shall be disposed of in the large outdoor receptable. Renters are responsible for the removal of any trash that will not fit into the provided receptable.
- ☐ Tables and chairs shall be returned to their original locations.
- ☐ Kitchen shall be cleaned in its entirety.
  - All stovetop burners and oven are to be turned off and wiped down
  - Sink emptied and rinsed clean    ○ Refrigerator empty and clean inside
  - All countertops cleaned and free from any trash, leftover supplies, or food debris
- ☐ Bathrooms are to be left in a neat and sanitary condition.
- ☐ All lights and fans, if used, are to be turned off.

*Cleanup shall be completed immediately following the conclusion of the event, not the following day.*