

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

MUNICIPAL AUDITORIUM 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 _____

All Day (7 a.m. – midnight) -or- Time Period of: _____ to _____

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 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, Due at Time of Reservation
(circle one):

\$100.00 (No Alcohol) Received On: _____

\$350.00 (Alcohol) Received On: _____

Rental Amount: _____

Received On: _____



CONTRACT FOR THE TEMPORARY USE OF THE MUNICIPAL AUDITORIUM

These regulations are effective as of May 22, 2020 and supersede all previous regulations.

The Municipal Auditorium is a public facility owned by the City of Osawatomie. 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 Municipal Auditorium, the forfeiture of any and all deposit or rental fees paid, and payment for any damages in excess of the security department.

SECTION 1. CONTROL AND MANAGEMENT:

1. The City Manager shall have control and management of the Municipal Auditorium 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 Municipal Auditorium or any part thereof shall be made at the Utility Office (509 5th 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 Municipal Auditorium if it is deemed expedient by the City Manager.
5. The City Manager shall have the authority to refuse the use of the Municipal Auditorium 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. Renters are to do their own setup of chairs and tables. The City has a collection of folding tables and chairs available for use, stored in the northeast closet of the Auditorium. Any items removed must be returned to their storage closet following the conclusion of the event.
3. Switches for lights are located on the north wall, west of the front entrance. Arrangements must be made in advance if you need to use the stage lights, and instructions will be provided for you at that time. Note: All lights require a warm-up period before reaching full brightness.
4. **There is no air-conditioning.** However, there are two large attic fans. Switches for fans are located in the east room inside the men's restroom and directly below the fuse box. When the attic fans are in use, outside doors should remain open to allow adequate air circulation. Fans must be shut off before leaving.

5. Any item placed on the gym floor should have a pad placed underneath to protect the floor. Do not drag anything on the gym floor that will scratch, scuff, or otherwise mar the finished surface.
6. Cereal malt beverages/alcohol is permitted at any event with the exception that no CMB/alcohol may be sold. No permit is required for the consumption of CMB/alcohol on the premises. Please note that any event which serves or allows CMB/alcohol is subject to an increased deposit fee.
7. It is the responsibility of the renting party to check the facility and determine if any sports equipment needs stored before their event. The City will not be responsible for the raising or lowering of basketball hoops or other related sports equipment storage or maintenance after-hours.
8. Nothing is to be put on the walls. No tape, tacks, or nails are to be used.
9. GLITTER AND CONFETTI ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES. Renters who violate this rule forfeit their deposit.
10. If auditorium 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.
11. No one under the age of 18 may rent the facility.
12. The facility may be rented up to six months in advance of the planned event. Exceptions may be made for annual events or weddings.
13. 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.
14. Renters agree to follow the cleanup checklist as noted in Section 3 in order to receive a full return of their deposit.
15. 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. Dust mops and wet mops are located in the west room inside the men's restroom. Chemical cleansers should NOT be used on the gymnasium floor as they may damage the finish. Cleansers are permitted in the bathroom and kitchen areas only.
2. All trash accumulated during the event shall be disposed of in the large City-provided trashcans that are located in the service areas east of the stage. City crews will empty the cans.
3. Tables and chairs shall be returned to the closet in the northeast corner of Auditorium.
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. All doors, including the rear service doors, are to be locked.
8. 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: Unified School District #367
- 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.

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

Per Hour Rental	\$30.00
Per Day Rental	\$200.00
Deposit (No Alcohol)	\$100.00
Deposit (Alcohol)	\$350.00

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 MUNICIPAL AUDITORIUM

- ☐ All floors shall be cleaned to remove litter, spilled drinks, dirt, etc. Dust mops and wet mops are located in the west room inside the men's restroom. *Chemical cleansers should NOT be used on the gymnasium floor as they may damage the finish. Cleansers are permitted in the bathroom and kitchen areas only.*
- ☐ All trash accumulated during the event shall be disposed of in the large City-provided trashcans that are located in the service areas east of the stage. City crews will empty the cans.
- ☐ Tables and chairs shall be returned to the closet in the northeast corner of Auditorium.
- ☐ 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.
- ☐ All doors, including the rear service doors, are to be locked.

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