



## OLD STONE CHURCH 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 \_\_\_\_\_

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 and dancing, in any form, is not permitted on these historically protected 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: \$60      Received On: \_\_\_\_\_

## **RENTAL CONTRACT FOR THE TEMPORARY USE OF OLD STONE CHURCH**

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

The Old Stone Church is a public facility owned by the City of Osawatomie. It was restored in 1963 and can be rented for special meetings and weddings. 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 the Old Stone Church, 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 Old Stone Church 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 Old Stone Church 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 Old Stone Church if it is deemed expedient by the City Manager.
5. The City Manager shall have the authority to refuse the use of the Old Stone Church 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.
3. Decorations are permitted so long as they are not adhered in any way (whether by tape, staple, etc.) to any surface.
4. GLITTER AND CONFETTI ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES. Renters who violate this rule forfeit their deposit.
5. If Old Stone Church 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.



6. No one under the age of 18 may rent the facility.
7. No organization or individual is permitted to host any moneymaking activity inside the facility.
8. The facility may be rented up to six months in advance of the planned event. Exceptions may be made for annual events or weddings.
9. 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.
10. Renters agree to follow the cleanup checklist as noted in Section 3 in order to receive a full return of their deposit.
11. 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 decorations and programs must be removed.
2. All trash accumulated during the event shall be removed.
3. The pews and altar must be left neat and orderly, and all furniture on the stage/pulpit must be returned to their original locations.
4. All lights must be turned off.
5. 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.

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

Monday - Friday	\$60.00
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 OLD STONE CHURCH**

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