

CITY OF BRONSON

PO BOX 54 505 CLAY ST.

BRONSON, KS 66716

PHONE: (620)939-4578, FAX: (620)939-4569

BRONSON COMMUNITY BUILDING POLICIES AND GENERAL INFORMATION

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All individuals must comply with the Policies and General Information in order to use the Bronson Community Building. In abiding by these policies and using the facility in a sane and sensible manner will be necessary for the continuation of privileges hereby granted.

Bronson civic groups or non-profit organizations such as Girl Scouts, Boy Scouts, Ruritan, Masons, 4-H, church groups, etc., may use the rooms at no charge and the kitchen at the discounted rate of \$10.00 per event or an annual flat fee of \$25.00. Bronson civic groups or non-profit are subject to all policies and general information.

Any recreational event must be held in the manner that anyone in the public wishing to join the event may do so, if all the requirements for the event are met.

RENTER IS HELD LIABLE FOR ANY DAMAGES OCCURRING TO CONTENTS OF THE BUILDING INCLUDING BUT NOT LIMITED TO CHAIRS, TABLES, ANY EQUIPMENT, FURNITURE, AND ANY OTHER ITEMS LOCATED IN FACILITY OR ON ITS PREMISES.

In case of damage to the facility or its contents or extra cleaning directly associated to the use of the facility, the deposit will be forfeited AND an additional fee of \$25.00 per hour plus materials will be charged to the responsible party.

Rental Agreement for use of the facilities must be signed by renter and all fees and deposits must be paid during regular City Hall office hours prior to the event.

The key may be picked up at City Hall during the hours of 8:00am–12:00PM (noon) on the day of the event, or on Friday, during the same hours, if the event falls on the weekend. After the event, please return the key to the drop box located at City Hall.

Cancellation rental fee and deposit checks will be refunded if City Hall is notified at least 72 hours prior to the event. Cancellations with less than 72-hour notice prior to the event will result in the forfeiture of the \$50.00 deposit fee.

Rental includes the use of tables and chairs.

Renter is responsible for opening and closing the facility as well as all set up and take down of personal equipment, props, materials, etc. needed for their event, and all clean up.

No event will begin before 7:00AM and must be concluded, facility cleaned, and premises vacated by 12:00AM (midnight).

Renting party must be at least 21 years of age. The renter is responsible for the conduct of these events and the behavior at the activity.

The renter will be responsible for hiring all help associated with their event (security guards, technicians, etc.) and will ensure that all policies and guidelines are enforced.

Appointments are on a first come first serve basis. Conflicts in use and/or schedules shall be resolved by the City Clerk and/or the City Council.

Any event is subject to the approval of the City Council.

Any exceptions to the Bronson Community Building Rental Agreement and/or the Bronson Community Building Policies and General Information will be at the discretion of City Council.

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GUILDINES FOR THE COMMUNITY BUILDING:

- Equipment will not be taken or borrowed from the building.
- No alcoholic beverages or smoking are allowed on premises.
- No food or personal property should be left on the premises.
- No nails or tape on the walls. Do not poke pins or holes into the acoustic panels.
- Building may not be rented for the sale of fireworks.
- The City is not responsible for any accidents that may occur.

BEFORE LEAVING THE BUILDING:

Each renter shall be responsible for doing normal cleaning of the facilities after their event, NOT THE NEXT DAY. Cleaning supplies and equipment along with other supplies can be found in the utility closet which is located opposite the kitchen in the entrance to the assembly room, or under the kitchen sinks.

- Clean the kitchen after use and remove all food from the appliances.
- All appliances (stoves, microwaves, refrigerator, and coffee pots) and counters should be wiped down.
- All stove top burners and ovens should be turned off.
- Spills/splatters should be washed off walls if necessary.
- Dishes/containers used should be washed and put away.
- Counters, sinks, and cabinet doors/faces should be wiped down.
- If putting up decorations do not use anything that will damage the walls, ceilings, or floors. Please make sure all decorations are taken down and removed.
- Tables and chairs must be cleaned and returned to original setting and/or storage. **Please do not slide tables or chairs across the floor.**
- Bathroom toilets/urinal should be flushed and wiped down.
- Bathroom vanity, sinks, and stalls should be cleaned and wiped down.
- All floors shall be swept and mopped or vacuumed.
- All trash cans must be emptied and taken to the dumpster located behind City Hall. Wash cans of any spillage if necessary.
- Glass/windows should be cleaned of smears.
- Check bathrooms and kitchen for running water.
- Any paper products should be restocked and clean trash bags placed in trash cans.
- **Return thermostat to reduced setting.**
- Turn out all lights.
- Make sure all doors are locked.

All other codes, ordinances, orders, and laws of the City of Bronson and the State of Kansas must be abided by.

Building will be inspected following each rental. Deposit will be refunded after such inspection reveals that the premises are clean and have not been damaged. Said deposit does not relieve renter of any charges which may be incurred due to extra cleaning or damages.

Any deviations from the above will be at the discretion of the City Council.

City of Bronson reserves the right to have a representative check the building at any time.

The City reserves the right to change the policies and general information at any time.