



City of Athol, Idaho
30355 N. Third St / PO Box 249
Athol, Idaho 83801
Phone: 208-683-2101

Community Building and Park Rental Agreement

Name of person/organization responsible for rental: _____

Contact Name: _____ Phone# _____

Address: _____ City _____ State _____ Zip _____

Rental Date(s): _____ Time(s): _____

Type of Function: _____ Number to attend: _____

Check the box beside desired room and length of rental Rates

☐ **Main** ☐ **Gym** ☐ **Council Room**

\$ 20.00 per hour

☐ Half Day

\$60.00 (up to 4 hrs)

☐ Full Day

\$100.00 (6+ hrs)

☐ Outdoor Space - No fee unless electricity is used _____

☐ **Kitchen** (*Flat Grill Out of Order*)

\$ 30.00 per hour

☐ Half Day

\$90.00 (up to 4 hrs)

☐ Full Day

\$150.00 (6+ hrs)

☐ **PA Sound System** (off-site rental)

\$20.00 (less than 4hrs \$60/ more than 4hrs \$125)

A refundable deposit for the PA System of \$150.00 is required at the time of pick-up which will be refunded to you upon a complete return of all undamaged items.

☐ **Tables/Chairs** (off-site rental)

\$4.00 per table/50¢ per chair/per every 24hrs

Number of ☐ **chairs** _____ ☐ **tables** _____

A refundable deposit is required at the time of pick-up which will be refunded upon a complete return of all undamaged items. The deposit is 10% of the replacement value; \$3.40 per chair and \$7.90 per table.

FOR OFFICE USE ONLY

TOTALS:

Total Amount Paid \$ _____ **Cash / Card / Check#** _____ **Staff Initial** _____ **Date** _____

☐ **Refundable Deposit Paid \$** _____ **Cash / Card / Check#** _____ **Staff Initial** _____ **Date** _____

Deposit check returned / destroyed on _____ **Staff Initial** _____

☐ **Event Permit Required-Issued on** _____ **Staff Initial** _____ (see event permit for further documentation)

Return Renters

Rm/date/time: _____ **\$** _____ **Cash/Card/Check#** _____ **Staff Initial** _____ **Date** _____

Rm/date/time: _____ **\$** _____ **Cash/Card/Check#** _____ **Staff Initial** _____ **Date** _____

Rm/date/time: _____ **\$** _____ **Cash/Card/Check#** _____ **Staff Initial** _____ **Date** _____



Facility Rules and Renter Responsibilities

- Do not block any entrance/exit doorways.
- Rental Space must be left in a clean condition. **Failure to do so will result in an additional \$50.00 cleaning fee.** This includes:
 - Trash must be removed from rental space and placed in dumpster (behind building, out the back door); replacement bags are provided in the cans.
 - Sweep all floors; spot mop as needed.
 - Kitchen use includes appliances, sink, refrigerator, oven, dishes and cooking implements. This does not include food or condiment items. All dishes and cooking implements must be washed and put away.
 - Tables and chairs must be cleaned off and returned to original location.
 - Refrain from dragging items across the gym floor as this scratches/scars the floor.
- **Thermostat(s) upon leaving:**
 - Gym - turn both switches off (located on the inside left wall of left gym entranceway).
 - Main floor or Council room – set thermostat at 66 degrees.
- **Alcoholic Beverages:** Alcohol is NOT permitted in the Community Building under any circumstances.
- **Personal Property:** The City of Athol and/or the facility management are not responsible for damage(s) or loss to personal property of the customer, guests, invitees, independent contractors, entertainers, or vendors, which is left on the premises before, during, or after the event.
- **Injury or Damage(s):** The City of Athol and/or the facility management shall not be liable for any injury or damage to any person, guests, invitees, independent contractors, entertainers, or vendors, while upon the Community Center's Premises.
- **Additional Fees:**
 - Failure to leave the rental space facilities in the above outlined clean condition will result in an additional **\$50.00 cleaning fee.**
 - Keys must be returned immediately following your event. Keys may be returned to the City Hall during business hours or placed in the exterior drop box (left of main entrance). Lost or unreturned keys will result in a **\$500.00 replacement fee.**

The City of Athol agrees to rent the Athol Community Center, located at 30355 N. Third St., Athol, ID to the proceeding individual/group on the date and time specified above. The Community Building shall be occupied solely by the group(s) who are parties to this contract.

I have read and hereby agree to the terms and conditions set forth in this Agreement and acknowledge receipt of a copy.

Signed

Date

City of Athol Representative

Date