



300 E Maple St  
Columbus, KS 66725  
Phone: (620) 429-2159  
Fax: (620) 429-1159

# COMMUNITY BUILDING RENTAL GUIDELINES

The Community Building is provided to individuals and non-profit organizations to host activities and celebrations for a nominal fee.

## SCHEDULING AND FEES

Rental fee \$40 per day / \$40 deposit, contact City Hall for availability. Keys are issued when rental agreement and fees have been turned in to City Hall.

Keys are to be returned the business day following the event. Deposits will be refunded if the building has been left in acceptable condition.

## GUIDELINES

- Return chairs to their storage locations – please do not drag tables across the floor.
- Sweep floors including halls, kitchen and restrooms.
- Mop all areas as needed.
- Take out trash and replace trash bags. Dumpster is located behind the fire station.
- Remove all decorations and tape.
- Thermostat should be reset to 60 degrees winter / 80 degrees summer
- Turn off all lights and lock the doors.
- Contact City Hall if you have a problem during regular business hours at 620-429-2159; after hours and weekends, 620-429-1592.
- **No smoking or alcohol allowed in the building.**

## RESPONSIBLE PARTY

\_\_\_\_\_ Name

\_\_\_\_\_ Address

\_\_\_\_\_ Phone

\_\_\_\_\_ Date

\_\_\_\_\_ Signature