**CITY OF COLUMBUS COMMUNITY BUILDING RENTAL GUIDELINES**

**Purpose**

The Columbus Community Building is available for individuals and organizations to host meetings, activities, and events.

**Scheduling and Fees**

The Columbus Community Building is available for rent 7 days a week. Rental hours begin at 10:00 AM and end at 8:00 PM. Please contact City Hall at (620) 429-2159 to book your rental. Tobacco and alcohol use on the property are prohibited.

The daily Community Building rental fee is $75. The City of Columbus charges a refundable cleaning deposit of $100 in addition to the rental fee. The rental fee and cleaning deposit must be paid before keys are issued. Keys are to be returned to City Hall by the following business day. All necessary cleaning supplies are provided by the city.

**The city maintains an inventory list of cleaning supplies available to renters.** **If cleaning supplies, trash bags, or any other materials are taken by the renter, the city will retain the cleaning deposit and the renter will be charged with theft.**

The cleaning deposit will be returned to the renter, after inspection, if the following criteria are met:

* All tables and chairs should be wiped down and remain up. Do not put away tables or chairs.
* Floors and counter spaces in the main conference room and kitchen areas should be cleaned. Floors should be swept and spot mopped as necessary.
* Toilets, urinals, and sinks should be clear of debris and clogs.
* All food, supplies, and all other personal items should be removed from the refrigerator and cabinet space. Cabinet spaces and countertops should be cleaned and free of debris.
* Garbage should be emptied and placed in the dumpster behind the building. New can liners should be placed in the trash cans.
* Scotch and masking tape are the only allowable adhesives. All decorations and tape should be removed from the walls.
* When exiting the building, the lights should be turned off and the doors locked.

**In Case of Emergency**

In case of an emergency taking place on a weekend or after normal business hours, please call 9-1-1. For building maintenance issues requiring immediate assistance, please call (620) 762-1014.

**Compliance**

The Columbus Community Building is made available as an amenity to residents and visitors. Please be considerate of others and clean up after yourself. Failure to comply with these rules and regulations could result in the City of Columbus retaining the cleaning deposit and/or criminal prosecution. Renters could be held financially responsible for damage to the facility. Renters must abide by all ordinances, laws, rules, and regulations that apply to residents and visitors of the City of Columbus.

***Name of Responsible Party:***

***Address:***

***Phone Number:***

***Date(s) Reserved:***

*By signing below, I acknowledge that I have read and understand the City of Columbus’ Community Building Rental Guidelines. I understand that the City of Columbus may keep the cleaning deposit if I do not follow the guidelines outlined above. I understand that I may be held financially responsible for damage to the facility.*

Printed Name:

Signature:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_