

RESOLUTION NO. 2018-21

A RESOLUTION AMENDING RENTAL AGREEMENT FOR THE USE OF THE FIRE HALL MEETING ROOM.

WHEREAS, on April 13, 2004, and February 28, 2006, the City Council developed and amended the rental agreement for the use of the Fire Hall Meeting Room; and

WHEREAS, courtesy use by members of the Wayne Volunteer Fire Department is allowed; and

WHEREAS, the City or its departments may use the meeting room under the same conditions as stated in the rental policy at no charge; and

WHEREAS, it has been deemed necessary to review the current policy for the Fire Hall Meeting Room and/or Lounge; and

WHEREAS, the amendments herein, if approved, shall become effective upon the passage of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska, that the original Rental Policy for the use of the Fire Hall is hereby amended, and a copy is attached hereto and incorporated herein by reference.

PASSED AND APPROVED this 3rd day of April, 2018.

THE CITY OF WAYNE, NEBRASKA

By _____
Mayor

ATTEST:

City Clerk

FIRE HALL MEETING ROOM RENTAL POLICY

Reservations: Reservations will be kept by the City Clerk's Office at City Hall, 375-1733 and coordinated with the Fire Chief. Reservations must be made ten (10) business days prior to rental. Any cancellations must be given 48 hours in advance to receive a rental fee refund. Priority will be given to Fire Department events. The hours of rental shall be from 8:00 a.m. to 9:00 p.m. during the weekdays and weekends. The facility will not be available for rental on City scheduled Holidays. All events, including City sponsored events, shall be scheduled in advance.

Capacity: The seating capacity is 85. The parking lot capacity is 85 stalls.

Rental Fees and Deposits: The rental fee and deposit must be paid prior to rental of the facility. Payment can be made in the City Clerk's office on Monday through Friday from 8:30 a.m. to 5:00 p.m. The rental fee is **\$200.00** per day. A cleaning/damage deposit of **\$200.00** is required from all renters. This deposit will NOT be returned unless all rental requirements are met. The deposit may be picked up at the City Clerk's office on the second business day after rental.

There will be a custodian on duty during the time of the rental, including set-up. The renter(s) will directly pay the custodian for his time at the conclusion of the event. The minimum rate for the custodian is \$45 per day, and the maximum rate is equal to the rental fee per day. Failure to pay the custodian is cause for not refunding the deposit. If there is damage in excess of the deposit, the renter is responsible for the cost of repairs.

Set-Up Fees: If set-up takes place after 3:00 p.m. the day prior to an event, the fee is \$75. If set-up takes place before 3:00 p.m. the day prior to an event the fee is \$200.

Opening and Securing Facility: The custodian will be responsible for opening, cleaning and securing the facility.

Responsibility: The group renting the Fire Hall will be responsible for set-up, tear down and clean up of the premises. Use of the sink, outlets, and serving counter located in the kitchen is allowed. Use of a fryer or frying on the stove is not allowed. In case of accidental spills on the carpet, contact the custodian immediately. Anything brought into the Fire Hall by the renter shall be removed on that day. There shall be no hangings on the walls. All rules will apply to City employees with no exceptions. Renters shall turn off all lights, including the lights in the bathrooms.

No tobacco products are allowed. Because of potential fire hazards, smoking is prohibited in the building and on the outside property grounds.

**RENTAL AGREEMENT
FOR USE OF FIRE HALL MEETING ROOM
WAYNE, NEBRASKA**

1. Name of Renter: _____

2. Purpose of Rental: _____

3. Period of Fire Hall Meeting Room Use:

Dates of Use: _____ Day(s) of Week: _____

Number of Days: _____ Hours of Day: _____

4. Rental Charge: \$_____ (daily)

Cleaning Deposit: \$_____

Total Charge: \$_____ (if for several days)

5. RENTAL FEES MUST BE PAID IN ADVANCE

Checks will be made payable to the City of Wayne. The Cleaning Deposit is required to be in cash.

The Undersigned agrees to the terms and conditions set forth herein (including Addendum No. 1 attached hereto), and the City acknowledges receipt of payment of the rental charge specified in Section 4 above.

CITY OF WAYNE, NEBRASKA

By _____

Renter

Address: _____

Telephone: _____

**ADDENDUM NO. 1 TO RENTAL AGREEMENT
FOR USE OF FIRE HALL MEETING ROOM**

Agreement for Consumption of Alcoholic Beverages

1. I/We, _____, request
(Responsible Party for Agreement Referenced Above)
permission to serve alcoholic beverages on _____,
(Date(s) of Use)
during my/our use of the Fire Hall Meeting Room for

(Purpose of Use)

2. I am/We are at least twenty-one (21) years of age.

3. I/We agree that consumption of alcoholic beverages will be in compliance with the applicable liquor laws, rules and regulations of the State of Nebraska, Wayne County, and City of Wayne. Any activity requiring approval of the Nebraska Liquor Control Commission will be obtained and evidence of said compliance will be furnished to the City of Wayne at least three (3) days prior to my/our use of the Fire Hall Meeting Room. I/We further agree to hold the City of Wayne, Nebraska, and their agents harmless for and from any violation that may occur during this use period.

4. Alcoholic beverages will be available to attendees.

() YES () NO

If YES then a special designated liquor license permit will be required.

5. I/We understand that failure to comply with any of these conditions will result in the immediate cancellation of the use agreement. I/We further agree to release the City of Wayne and its agents of all obligations and hold them harmless from any loss I/we may suffer as a result of such cancellation.

RESPONSIBLE PARTY: CITY OF WAYNE, NEBRASKA

By _____ By _____

Date: _____ Date: _____

**Fire Hall Meeting Room and/or Lounge Area
Clean-Up Checklist**

Date of Rental: _____ Time: _____
Reason: _____

This checklist has been provided for your use in proper clean-up. Each line must be initialed upon completion of the task and signed below by the individual renting the facility. Please return this checklist to the City Clerk's office to secure your deposit refund.

- _____ 1. All tables and chairs will be cleaned off and returned to their respective places.
- _____ 2. All paper and debris shall be picked up and placed in the provided wastepaper baskets. (Garbage bags are to be provided by the renter.)
- _____ 3. All materials brought to the meeting shall be removed.
- _____ 4. All lights, including bathroom lights, shall be turned off upon leaving the meeting room.
- _____ 5. The doors shall be secured.
- _____ 6. The custodian is to be paid.

Renter's Signature

Renter's Signature