

**CONTRACT AND REGULATIONS FOR LEASE  
OF  
SARGENT COMMUNITY CENTER**

THE CITY OF SARGENT, NEBRASKA AND \_\_\_\_\_  
\_\_\_\_\_, as Renter, agree to the following terms  
and conditions relating to Renters' use of the Sargent Community Building  
on \_\_\_\_\_; between the approximate hours of \_\_\_\_\_ and \_\_\_\_\_.  
A deposit of \$100 **must be paid** to reserve the building, regardless of what room(s) or  
length of rental time the renter is contracting for.

**RATES FOR RENTAL:**

**Meeting Room**

1/2 day, per day - \$15.00

All day, per day - \$25.00

\$25 for access to the kitchen

**Community Room**

1/2 day, per day - \$30.00

All day, per day - \$50.00

\$25 for access to the kitchen

The Community Center shall not be reserved until the rent and a full deposit have been paid to the City of Sargent. The City Clerk shall retain the deposit check until the City has been able to approved the condition of the building following the rental period. If the deposit is used for paying for janitorial costs or to remove property left in the building the renter agrees that any remaining deposit will be treated as any other bill and must be approved at the next City Council meeting.

For community service organizations there will not be a charge for the use of the building. Rent paying activities will have first priority for the use of the building. Service organizations include 4-H, Senior Citizen Groups, Blood Drives, SWAT, and Sargent Public School.

**THE RENTER AGREES:**

The deposit shall be refunded provided the following is done.

1. All chairs and tables are put away in their original location. Use two people to set tables up and take tables down. Do not grab tables at the middle.
2. All floors are swept and wet mopped. The halls must also be swept and mopped.
3. All restroom facilities are cleaned, including, sweeping, mopping the floors, cleaning the sinks, toilets, and mirrors and taking out trash. Replace trash bags in trashcans.
4. The kitchen is completely cleaned, including the sinks, mopping the floor, bagging and putting all trash out in dumpster and replace trash bags in trash cans, empty and clean the refrigerator, clean stoves and spills in the oven when used, clean the counter tops and wipe off spills on the front of the cupboards and service windows, wash dishes, utensils and put away.
5. The trash will be picked up from around the premises on the outside of the building.
6. The renter shall not use scotch tape, pins, nails, thumbtacks, etc. on the walls.
7. The renter understands the City of Sargent is not responsible for accidents or for articles left on the premises and that renter agrees to hold the City of Sargent harmless from any and all injury to person and property.
8. The renter understands all activities will cease by 1:00 A.M. except by special request approved by the Mayor and City Clerk prior to the date of the activity.
9. The renter agrees to not allow smoking in the building at any time during the rental period.
10. **All items shall be removed from the property and building within 24 hours following the rental period.** Items left in the building longer shall become the sole property of the City of Sargent who may dispose of the items in any way seen fit. If there are costs incurred by the City of Sargent to dispose of the items this amount shall be deducted from the deposit.
11. BY SIGNING THIS AGREEMENT THE RENTER UNDERSTANDS AND AGREES TO BE RESPONSIBLE FOR THE COST OF REPAIRING ANY AND ALL DAMAGES TO THE PREMISES WHICH MAY OCCUR WHILE THE BUILDING IS LEASED TO THE RENTER. ALL DAMAGE REPAIRS WILL BE REPAIRED AT THE DISCRETION OF THE CITY.

12. The renter agrees all items listed above are in the condition required before renting and after renting. The renter understands all conditions and responsibilities listed above.

Renter: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Keys Delivered to Renter: \_\_\_\_\_ Keys Returned to City Office: \_\_\_\_\_

**CONSENT – RELEASE – HOLD HARMLESS**

In consideration for my use of the premises known as the Sargent Community Center, I, \_\_\_\_\_, do hereby release and forever discharge the City of Sargent, Nebraska, from any and all actions, causes of actions, claims and demands for, upon, or by reason of any damage, loss or injury, which may be sustained by myself or my activity in consequence of my activity. It being further understood that the City of Sargent, is not responsible for the activity for which I am renting the Sargent Community Building.

Renter: \_\_\_\_\_ Dated: \_\_\_\_\_