

ROSEN ROOM AGREEMENT

This rental agreement between the City of Oakland, as lessor, and the undersigned lessee, is intended to define the responsibilities of the lessee for renting the facility.

Date of use _____ 201____,
(Month) (Date or Dates)

The hours: Time in: _____ Date _____, Time out: _____ Date _____

The purpose: _____

Will there be alcoholic beverages consumed at the event? _____ YES _____ NO

The charge: \$30.00 per day, \$40.00 with the kitchen.

Total charges: \$ _____

1. All charges for the facilities will be paid prior to event.
2. A key for the building may be picked up at the City Clerk's office during normal business hours and needs to be returned to the City Office within 24 hours or as soon as possible.
3. A \$50.00 cleaning/damage deposit will be posted with the City Clerk prior to time of rental event. Liability is not limited to the cleaning/damage deposit. The deposit will be held by the lessor until walk through has been completed following the event.
4. Hours of operation: No function will be allowed to continue past midnight. The auditorium must be cleared no later than 1:00 a.m.
5. All hallways and doors shall be kept clear by order of the State Fire Marshal's Office. This includes all double doors between the main auditorium and the kitchen and dining room. No function can be allowed if it is evident that any doors or hallways will be blocked.
6. If the lessee desires to have alcoholic beverages present at the event, they may be required to obtain a permit from the Nebraska Liquor Control Commission (1 day liquor license) and shall be required to provide law enforcement at their expense as defined in paragraph 8 as stated in the City of Oakland's code Book, section 3-802.
7. The lessee shall be responsible to the lessor to maintain security at the function and that no illegal activities as defined by the laws of the State of Nebraska and/or the City of Oakland shall be permitted.
8. The lessor shall require the lessee to provide a law enforcement officer who shall meet the requirements and be approved by the City's Chief of Police if:
1. Alcohol is present at the event; **OR**
2. The lessor deems it advisable for the peace and safety of all persons involved, as stated in Section 3-802 of the City's Code Book.
9. The lessee acknowledges that the Oakland City Police Department and or any other law enforcement agency will be patrolling the area and observing the actions, within and without the facilities, of persons in attendance. The lessee is responsible to assure that no violations of laws occur, as stated in paragraph 6.
10. The lessee shall be responsible for all damages to the facility or equipment leased.
11. All clean-up must be completed and all lessee property must be removed within time rented or additional time used will be charged at regular rate of \$30 per day.
 - Thermostats : may be turned to 70 F during the event. Must be left on 60F when not occupied in the winter and 80F when not occupied in the summer.
 - Do not bring your own dance wax. Please use the corn meal mixture in the store room that has been recommended.

- All floors must be swept and liquid spills must be mopped up. Do not leave any water standing on the floor.
 - All dishes, pots, pans and coffee makers must be washed, dried and put away. Counters, tables stoves, sinks, and refrigerators must be wiped down. If you use the city's dish towels, they must be laundered and returned as soon as possible.
 - Lessors must set up the provided tables and chairs for their particular event. The tables and chairs must be clean and in good shape when put back on the storage racks. Please have TWO people handle each table because they are too heavy for one and they get damaged. Any broken or damaged tables or chairs should be left out.
 - Any decoration placed in the building before an event or not removed by the renter after the event will constitute rental and the lessee will be charged at the regular rate of \$40 per 6 hours of use.
 - Please make sure that the stove is turned off.
 - No spray or brush painting is allowed.
 - No loose glitter or confetti will be allowed.
 - Helium balloons, if used, must be securely attached and removed after the event.
 - No un-approved tape shall be used on wood floors.
 - No nails shall be used in walls
 - Garbage bags are furnished. All garbage (kitchen and restrooms) shall be collected, bagged and left inside the kitchen door.
 - Please check all doors upon your departure to make sure they are shut tightly and locked.
12. Liability is not limited to the cleaning/damage deposit. The lessee will be billed for any damage incurred above the \$50 cleaning/damage deposit.

WHEREFORE, the parties hereto have jointly executed this document this _____ day of _____, 201__.

CITY OF OAKLAND

By: _____

City Clerk for Lessor

Lessee:

(signature required) _____

Rent paid: Date _____ Amount _____.

Deposit paid: Date _____ Key # signed out _____ Date _____

Notes: _____

Key signed in date _____ **Deposit returned** _____

If not, Why not? _____
