



**CITY OF HILLSBORO, KANSAS
MEETING ROOM RENTAL
AGREEMENT**

Fees: No usage charge to service, non-profit organizations – Deposit will be required.

All other individuals/organizations: Established fees and deposits will be charged.

	Room	Deposit	Total
Meeting Room-East	_____	_____	_____
Meeting Room-West	_____	_____	_____
Kitchen	_____	_____	_____

Date to be used: _____

Keys will be picked up day/afternoon prior to use and will be returned the following morning. They may be put into the utility drop box at City Hall after use.

Keys will be picked up: _____

RULES

1. _____ will be designated as responsible person with use of rooms.
2. Renter will be responsible for setting up and putting away tables & chairs.
3. Tables & chairs will not leave City Hall premises.
4. Renter will be responsible to see that rooms and kitchen are left in as good as or better than condition after use.
5. Renter will be responsible to insure that all lights are off and outside doors will be secured after use.
6. The renter will not cut/slice directly on Formica countertop. The kitchen appliances will be cleaned and wiped after use. Items will not be left in refrigerator.
6. Deposits will be refunded to securing party after physical check has been made by responsible city personnel. Deposits will be used for clean-up if rooms are not left in satisfactory condition.
7. A 30-cup coffee pot will be furnished upon request. The pot must be cleaned and washed after use.
8. All eating utensils, dish soap, towels & wash cloths, etc. will need to be furnished by renter.
9. The deposit and/or rental fee must be made prior to use.

RENTER/RESPONSIBLE PARTY

CITY OF HILLSBORO