

OSWEGO COMMUNITY BUILDING RENTAL INFORMATION

Name: _____ Phone _____

Address: _____

Additional Name & Phone Numbers: _____

Room (s) Rented: _____

You have rented the building from _____ am / pm to _____ am / pm on _____ 20____

Additional date rented _____, 20____ am/pm to _____ am/pm

Additional date rented _____, 20____ am/pm to _____ am/pm

Key's checked out: _____ and _____.

Because of the possibility of last minute rentals, other scheduled events & routine maintenance we can not allow early set up or allow items to be taken in early unless you have rented the building for additional day(s). **NO EXCEPTIONS**

Keys must be returned the day following the event or the first working day if the event falls over a holiday or weekend. You may put the keys in the night deposit box located to the east of the front door at City Hall or bring the keys into the City office, 703 5th St, between 8:00 am - 5:00 pm. Monday – Friday.

Moveable Room Dividers: Please do not tamper with the movable room divider. It requires a special tool and if tampered with, the fee for repair will be taken from your deposit.

Please re-set the thermostats before you leave the building. Air conditioner needs to be left at **75** degrees and the heater needs to be left at **65** degrees. To re-set the thermostats, open the cover and the instructions are on the inside of the thermostat cover.

Before leaving the community building, please make sure **ALL** doors are locked. Each outside door has a panic bar that you have to push to exit the building when the door is locked. Insert the Allen key in the hole next to the panic bar and turn it while still holding the panic bar down. This should lock the bar in the down position and this allows the door to be unlocked. The same procedure is followed to lock it back. Hold the panic bar down and turn the Allen key to release the panic bar into the up position so the door will lock. A call out fee (see below) may be charged, if an employee is called out to lock the doors.

Cleaning supplies, (mop, broom, mop bucket, etc) are in the kitchen clean up area south of the ice machine. Cleaning towels are in the kitchen on the bottom shelf of the large island (north side). If the Kitchen has been rented by another party, the cleaning supplies/cleaning towels will be set out in the room that you have rented. Restrooms: Please make sure all stalls are flushed; paper picked up and counter wiped down. Restroom trash liners – if emptying trash in bathroom: lift up on bin and replacement liners are provided under the existing liner. Liners for the large trash cans are located in the kitchen and kitchenette (John Matthews Room). Please refer to the clean up sheet that has been provided to you for all other housekeeping requirements.

Rooms rented must be cleaned up and all personal items removed before when your event is over. Any remaining items will be held for 2 weeks after the event then disposed of. Please call the City Office immediately if you are missing an item.

Tables and chairs: Please make sure that all tables and chairs are placed on the appropriate racks. Kitchenette storage closet should have 10 round, 3 rectangle tables and 130 chairs. The West storage closet should have 42 rectangle tables, 40 folding chairs and 270 stackable chairs.

Over the weekends or holidays there may be several events held, which means several sets of keys may be given out on the Friday before. The city is not responsible for damage or theft of items left unattended in the building.

If you run into a problem, please contact one of the following people: Carol Eddington – 620-795-4949; Tommy & Celia Simmons-Home: 620-795-2612 or Cell: 620-249-2492; Tracy Brannin-620-820-9475; or the Labette County Sheriff's Office- 620-795-2565.

A call out fee (\$35.00 evenings and week-ends and \$45.00 holidays) will be charged if keys are not picked up during regular business hours. NO EXCEPTIONS.

_____ Date _____

Renter

_____ Date _____

City Employee

Key's returned on _____ 20____ Deposit Refunded? Yes ___ No ___ \$ _____ Deposit Transferred _____ 20____

Any problems you encountered while using the building: _____