

## GYMNASIUM LEASE AGREEMENT & FEES - MALTA CITY HALL

ARRANGEMENTS MUST BE MADE IN ADVANCE - FEES & DEPOSIT PAID IN ADVANCE

**PLEASE NOTE: ACCORDING TO STATE LAW, THIS BUILDING AND PROPERTY IS SMOKE FREE!  
FEES WILL NOT BE WAIVED FOR THIS VENUE.**

**THE CITY HALL GYM** will be rented at a rate of \$300.00 a day.

\_\_\_\_ Days x rate = \$ \_\_\_\_\_

\_\_\_\_ Deposit = \$ \_\_\_\_\_

Deposit:

- 1) Deposit of \$200.00 must be made if there will be any food or beverage.
- 2) Deposit of \$100.00 must be made if tables & chairs are used to ensure that they are put away properly.
- 3) Deposit of \$50.00 must be made if sound system is used.
- 4) Deposit of \$100.00 must be made to ensure proper clean-up.

TOTAL: \$ \_\_\_\_\_

Everything you bring into the Gymnasium must be removed and clean up must take place by the end of the rental day. Prior permission must be received if you want to clean-up the day after the rental day and/or leave items in the facility to be removed the day after the rental day. The city accepts no responsibility for items left in the gym or building. Unsatisfactory clean-up may result in forfeiture of the deposit. You will be billed for any clean-up above the deposit amount.

Keys will be issued to the renter. Only one set will be issued. Keys are to be returned to the City Office after the scheduled function. Failure to do so can result in forfeiture of deposit. Renter will be allowed to set up after **5pm** on the day before the scheduled function, unless the Gymnasium is rented by another party that day. NO exceptions!

If **alcoholic beverages** are to be served, a copy of the caterers insurance and license must be submitted before the event! THIS IS MANDATORY!!! The Permit from PC Sheriff's office must be posted during the function.

If **food is served** proof of completion of the Serve Safe Class must be submitted to the city office before the event.

I have received a copy of the rules and clean up requirements.

\_\_\_\_ Yes \_\_\_\_\_ No

**I agree to follow and enforce the rules and regulations to the best of my ability. I realize that I/we will be billed for any damage.**

Type of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representing: \_\_\_\_\_ Date of event: \_\_\_\_\_

|                  |    |       |
|------------------|----|-------|
| Deposit          | \$ | _____ |
| Fee              | \$ | _____ |
| TOTAL            | \$ | _____ |
| Deposit Returned | \$ | _____ |

If deposit is not returned, sign and give reason why:

\_\_\_\_\_  
\_\_\_\_\_

## RULES AND CLEAN-UP REQUIREMENTS FOR GYMNASIUM RENTAL/USE

Everything you bring into the Gymnasium must be removed and clean up must take place by the end of the rental day. Prior permission must be received if you want to clean-up the day after the rental day and/or leave items in the facility to be removed the day after the rental day.

1. **NO DEEP FRY COOKING/COOKING WILL BE ALLOWED IN THE BUILDING**
2. Bring all cleaning products – city will provide dust mop, broom, and mop & bucket only. Abrasive cleaning products are not to be used on the gym floor or covering. (No bleach & etc.)
3. A covering will be placed on the gymnasium floor. When placing tables and chairs, lift them into place, do not drag them across the covering.
4. Gym floor covering MUST be swept and mopped after the function. If the stage and/or balcony are used, it must be swept and mopped.
5. The bathroom floors MUST be swept & mopped and the garbage cans emptied.
6. All lights are to be shut off, including the lights in all of the bathrooms.
7. Heat is to be turned down as indicated by the office. Try to conserve energy by shutting exterior doors as much as possible.(winter months)
8. Any damages are to be reported to the city office
9. Doors are to be shut and locked.
10. Empty all garbage cans. Deposit all garbage in the garbage canister(s) that are located outside on the east side of the gym.
11. All tables and chairs must wiped down and returned to their proper places at the end of the function. Plastic tables are to be placed on top, not bottom.
12. All trash must be picked up in outside areas.
13. **NO NAILS, STAPLES, TACKS OR SCREWS IN THE WALLS, WALLBOARD, FLOOR OR CEILING! TAPE MUST BE REMOVED.**
17. **NO** straw bales are to be brought into the building because of mice.
18. **RENTERS ARE RESPONSIBLE FOR PICKING UP AND DISPOSING OF ALL CIGARETTE BUTTS THROWN ON THE GROUND. \$50.00 WILL BE WITHHELD FROM DEPOSIT IF THIS NOT DONE!!!!**

**We understand and agree to the rules for use and clean-up.**

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**Renter**

**If clean-up is to be completed by another party, they must sign this form also.**

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**Clean-up supervisor**