

PRICHARD AUDITORIUM RENTAL FORM

Revenue Non-revenue Wedding Sport Practice Concession Area Only

Explanation of Rental _____

Dates Rented _____ Time _____ AM/PM to _____ AM/PM Rate _____

Dates Rented _____ Time _____ AM/PM to _____ AM/PM Rate _____

Dates Rented _____ Time _____ AM/PM to _____ AM/PM Rate _____

Dates Rented _____ Time _____ AM/PM to _____ AM/PM Rate _____

Dates Rented _____ Time _____ AM/PM to _____ AM/PM Rate _____

Renter Name _____ Trash Disposal Rate _____

Street Address _____ City Clean up Rate _____

City, State, Zip _____ Total Due _____

Date Paid _____ Receipt # _____ Deposit Check _____

RULES FOR PRICHARD AUDITORIUM

The City of Falls City wants you to enjoy Prichard Auditorium and your cooperation will be a great help. The following rules are established to help maintain the auditorium for your future use.

1. All fire exits shall be unrestricted at all times.
2. Any equipment or objects that would damage the floor shall not be used without the renter providing protection so that the floor will not be damaged.
3. When playing basketball no street shoes are allowed on gym floor.
4. Signs, posters, etc. will be put on the provided wires. Tape shall not be used to attach signs and posters to the cement walls. Tape shall not be used on the floor surface unless authorized to do so by the custodian of the auditorium.
5. The consumption of food and drinks shall be allowed only in designated areas as specified. Drinks shall not be allowed on the floor surface. If there are approved specific functions the floor surface may be used.
6. All tables and chairs should be put away in the designated area.
7. The renter is responsible to clean the auditorium after event. If not cleaned the renter will be charged for the City to clean the auditorium.
8. All trash needs to be placed in trash bags (which are provided) and then placed in the dumpster.
9. Renters are responsible for damages.
10. The City of Falls City is not responsible for lost or stolen items.
11. No alcoholic beverages (Unless approved by City Council).
12. No smoking.
13. The custodian of the auditorium will inspect the auditorium before and after each activity. Each renter or group will be assessed the full cost of any damages to the building, equipment or property of the City of Falls City.

THE UNDERSIGNED HEREBY AGREES TO BE LIABLE FOR ANY AND ALL DAMAGES THAT OCCUR TO THE CITY OF FALLS CITY'S PROPERTY WHICH IS BEING RENTED AND AGREES TO PAY ANY AND ALL DAMAGES ASSESSED TO THEM BY ORDER OF THE CITY CLERK. THE RENTERS SHALL BE RESPONSIBLE FOR MONITORING ALL FUNCTIONS AND MAINTAINING ORDER AND DISCIPLINE BEFORE, DURING AND AFTER SAID FUNCTION. THE UNDERSIGNED FURTHER AGREES TO FOLLOW ALL DIRECTED HEALTH MEASURES IN EFFECT AT THE TIME OF THE EVENT AND TO INDEMNIFY AND HOLD THE CITY HARMLESS FROM ANY CLAIMS OR LIABILITY RESULTING FROM THE UNDERSIGNEDS USE OF PRICHARD AUDITORIUM.

Signature _____

Phone # _____ Date _____