

PRICHARD AUDITORIUM RENTAL FORM

Alcohol Event–Need Council Approval  Need Mats Down  Sports Pract./B-Day Party

Explanation of Rental \_\_\_\_\_

Dates Rented \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Rate \_\_\_\_\_

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Dates Rented \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Rate \_\_\_\_\_

Dates Rented \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Rate \_\_\_\_\_

Renter Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Total Due \_\_\_\_\_

Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Refundable Deposit Check \$250.00

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 up after your event. If not cleaned as per the included rental schedule, the renter will be charged all or a portion of their deposit in addition to any costs incurred in excess of the security deposit. See cleaning instructions on reverse side.**
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 thru a regularly scheduled meeting).**
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 UNDERSIGNS USE OF PRICHARD AUDITORIUM.

Signature \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

**Exhibit A**  
**PRICHARD AUDITORIUM**  
**CLEANING LIST**

Trash bags, broom, and cleaning supplies are in the utility closet between the concession stand and museum hall. As part of the rental agreement, you are responsible for the following:

**MAIN GYM:**

- Sweep and mop gym mats. (If you don't have mats, just use the dust mops on the floor. **Do Not Wet Wood Floor!**)
- Sweep stage area if needed.
- Take out all trash and replace bag.

**KITCHEN:**

- Clean out all items from the fridge and freezer.
- Wipe down counter and silver prep tables.
- Wipe off stove (if used).
- Sweep and mop.
- Clean out sinks and garbage disposal.
- Take out trash to dumpster and replace trash bag.

**BATHROOMS:**

- Windex mirror.
- Clean off countertop.
- Take out trash to dumpster and replace trash bag.

**GENERAL:**

- Return all tables and chairs to where they go.

**There is a dumpster located out the back door on the East side of the auditorium by the garage door. Please tie all trash bags and close dumpster lids.**