

CITY HALL & CITY PARKS "RENTAL" AGREEMENT FORM

CITY OF WHITE SULPHUR SPRINGS

105 W. Hampton St., P.O. Box 442, White Sulphur Springs, MT 59645
Phone: (406) 547-3911 Fax: (406) 547-3945 Email: wss@itstriangle.com

"Renter" Information:

"Renter" Name: _____

Fee's: See Current Fee Schedule

Phone: _____

Responsible Individual/Group/Association: _____

Physical Address: _____ Mailing Address: _____

Event Information:

Event Location: _____

Event Type: _____

Event Date & Time: _____

"Rental" Agreement Information:

This agreement is for the use of City Hall and/or City Park(s).

Rules and Restrictions:

(Please initial next to each statement. Initials indicate your understanding and agreement to these rules.)

1. _____ **ALCOHOL AND TOBACCO (OF ANY TYPE) ARE NOT ALLOWED!**

Only "Not for Profit" activities are allowed in City Hall or in City Parks.

2. _____ (For example: Girl Scouts, Boy Scouts, Service Organizations, Hobby Groups, Charitable Fundraisers, etc.)

Activities intended for personal financial gain are not allowed.

3. _____ (For example: Avon, Tupperware, Mary Kay, Flea Markets, Garage Sales, etc.)

4. _____ Activities that violate any City Ordinance(s) are not allowed.

The City may refuse use of City Hall or the City Park(s) for any reason.

5. _____ (This includes a conflict with an official use or previous violations of the rules for use)

There is no charge for the use of City Hall and/or the City Parks.

6. _____ (Donations to help with the cost of cleaning, heating, lights, and maintenance are accepted. Please note "donation" on the memo line of your check.)

"Renter" Agreement:

(Please initial next to each statement. Initials indicate your understanding and agreement.)

The Organization or Individual is responsible for leaving City Hall clean and in good repair.

(For example: floors swept, vacuumed, or mopped as necessary. Trash collected and garbage emptied and/or removed. Counters and tables wiped clean. Tables and chairs returned to their original locations, or as directed by staff. Windows and walls wiped down, as necessary. This may also include bathrooms if the use is after business hours.)

1. _____

The Organization or Individual is responsible for leaving the City Park(s) clean and in good repair.

(For example: trash collected and spills cleaned. Tables cleaned and returned to their original locations. Divots in the grass or other holes filled in.)

2. _____

The Organization or Individual is responsible for any damages to equipment, fixtures, or grounds. Including the repair of tent stake holes, burns from barbeques, etc.

3. _____

4. _____ Any keys must be returned within 2 days of completed use. (The key may be placed in the drop box.)

Failing to comply with the rules and conditions of the agreement may result in the City refusing use of City Hall and/or the City Park(s) in the future, and being asked to vacate the premises if the violation is identified during the contracted use.

5. _____

I/We agree to release, defend, indemnify, and hold harmless the City of White Sulphur Springs, its agents and assigns, from and against any and all actions, claims, demands or assertions of liability, costs and expenses including but not limited to reasonable attorney's fees involving or relating to any harm, injury or damage suffered or sustained which in any manner may arise or may be alleged to have arisen, or resulted or alleged to have resulted from the events and activities associated with such event.

6. _____

"Renter" Signature/Date: _____

City Clerk:

Key Returned: _____

Damage Costs: _____

Property Damaged: _____

Fee Schedule for Parks

7.5.13	Park Reservations Fee (one-time event)** (plus costs as incurred) ^Δ	
	Base fee: 0 – 25 attendees expected	\$15.00
	26 – 50 attendees expected	\$25.00
	51 – 75 attendees expected	\$40.00
	More than 75 attendees	\$60.00
	Reserved Use Permit Administrative Fee (one-time or multiple event)**	
	General Public: Minimum (plus costs as incurred) ^Δ [multi-day/wk]	
	0 – 25 attendees expected	\$25.00
	26 – 50 attendees expected	\$50.00
	51 – 75 attendees expected	\$75.00
	More than 75 attendees	\$100.00
	Clubs/Organizations: Minimum (plus costs as incurred) ^Δ	\$30.00
	Schools/Charitable Groups (plus costs as incurred) ^Δ	\$5.00
	Personal/Private For-Profit Event Fee	\$50.00
	Special Permits involving archery or other projectiles**	\$150.00
	User Agreement [Baseball field, Pavilion, Tennis/Pickleball Court, etc.]	<u>Negotiable based on above rates</u>
	** Provide proof of insurance, organization status, open container waiver, and other information as required Δ Costs incurred may include inspection charges for staff time, repair costs for any damage, and other costs not typical for the City, which may be billed rather than estimated	
	Damage Deposit [when not waived or included in above fees as determined by Mayor or calculated based on nature of the event]	
	Minimum	\$50.00
	Large Event	\$100.00
	Note: Inspection fees are estimated at a minimum of 2 employees' hourly wage times 2 hours, or billed as incurred	