

CITY OF PHILLIPSBURG
ARMORY BUILDING
520 S 7th St
PHILLIPSBURG, KS 67661

DATE: _____

ARMORY RENTAL AGREEMENT

The Phillipsburg City Council hereby authorizes the rental of the Armory building by the following entity or individual under the following terms and conditions:

I. RENTER

Organization/Group/Individual's name: _____ the "Renter,"

Organization/Group/Individual's Telephone: _____

Organization/Group/Individual's Address: _____

Authorized Agent's Name: _____

Authorized Agent's Address: _____

Authorized Agent's Telephone: _____

II. ARMORY PROPERTY TO BE RENTED:

Phillipsburg Armory Building (herein referred to as the "Armory")

III. PURPOSE OF RENTAL: [DESCRIBE WITH SUFFICIENT DETAIL TO CLEARLY EXPLAIN THE ACTUAL USE]

IV. DATE OF EVENT: Date(s) _____.

DATE OF SETUP/TEAR DOWN: Date(s) _____.

V. ARMORY FACILITIES AUTHORIZED FOR USE UNDER THIS RENTAL AGREEMENT BY RENTER:

A. FACILITIES AND CHARGES

Assembly Hall & Kitchen \$200 per day of the event = \$ _____

Setup/tear down \$50 per day = \$ _____

B. CLEANUP FEE:

Assembly Hall, Bathrooms, & Kitchen \$ 250.00 (by separate check) = \$ _____

TOTAL RENTAL COSTS: = \$ _____

VI. ADDITIONAL STIPULATIONS AND AGREEMENTS:

The Renter understands and hereby agrees that the following conditions, terms and stipulations apply to this Rental Agreement:

1. RENTAL OF THE ARMORY TO MINORS PROHIBITED.

2. This Rental Agreement will be executed no less than one (1) week prior to the rental date.

3. The Renter is responsible for compliance with all laws of the State of Kansas, and ordinances and resolutions of the City and County in which the Armory is located, to include responsibility for securing all permits as may be required and for making all arrangements for law enforcement and fire department personnel, and it is understood by the Renter that such laws and ordinances will be enforced by law enforcement and fire department personnel, as may be appropriate.

4. SMOKING IN THIS CITY OWNED BUILDING IS PROHIBITED.

5. The City of Phillipsburg assumes no liability whatsoever for accidents, bodily injuries, or property damage which may arise either directly or indirectly from or out of Renter's use of the Armory. The Renter agrees to fully "**HOLD HARMLESS**" the City of Phillipsburg for all costs, personal injury or property damage or loss resulting either directly or indirectly from Renter's use of the Armory.

6. The Armory and its facilities will be inspected by the Renter and accompanied by a City representative before and after occupancy. The Renter will be responsible for reimbursement for all property damages to the Armory building and its equipment from incidents due to the Renter's occupancy.

7. The City of Phillipsburg reserves the right to unqualifiedly limit recurring use of the Armory or any facility therein.

8. Sub-leasing of the Armory and/or its facilities is prohibited.

9. Fire escapes, fire equipment, and electrical control panels will not be obstructed.

10. Driveways will not be blocked. Parking will be in parking areas only.

11. All marked exits and front entrance doors will be kept clear at all times.

12. No permanent alterations to or defacing of Armory property will be permitted.

13. No vehicles allowed inside the Armory building.

14. The facilities and equipment will be inspected following the rental by city personnel. If the facilities and equipment have been thoroughly cleaned, the cleaning fee will be returned to the renter. Equipment borrowed, such as tables, chairs, and kitchen items will be cleaned prior to returning them to their original location. A representative of the City will inspect the facility to ensure the equipment and the Armory and equipment are brought back to their original state at time of rental.

15. All charges for the use of the Armory facilities, except as provided in the preceding paragraphs hereof, will be paid prior to the rental period. All such charges and fees will be payable to the City of Phillipsburg.

16. It is understood that this Rental Agreement is subject to cancellation at the discretion of either party to this Rental Agreement, with at least twenty-four (24) hours notice prior to the specified time for the rental period described herein. In the event of a declared emergency by the City of Phillipsburg this agreement shall be immediately and automatically terminated.

17. All parties to this Rental Agreement will comply with the Kansas Act against Discrimination (K.S.A. 44-1001 *et. seq.*) and shall not discriminate against any person because of religion, color, sex, physical handicap, national origin, or ancestry. Violation of this provision shall constitute a breach of this Rental Agreement, and the City of Phillipsburg representative shall be authorized to immediately terminate this Rental Agreement.

18. Additional information/remarks (also, for multiple rental dates):

(a) Renter will be held responsible for damage to tables and other equipment. Replacement cost for each table is \$200;

(b) Key replacement if lost is \$350 key # _____;

(c) _____;

(d) _____;

(e) _____;

I, THE UNDERSIGNED RENTER OR ITS AUTHORIZED AGENT, SWEAR (OR AFFIRM) THAT I HAVE READ AND UNDERSTAND THE CONDITIONS, STIPULATIONS AND TERMS OF THIS RENTAL AGREEMENT, AND AGREE TO AND ACCEPT THE SAME.

(Renter or Authorized Agent)

City of Phillipsburg representative



City of Phillipsburg

P.O. Box 447 • Phillipsburg, Kansas 67661 • Phone 785-543-5234 • Fax 785-543-2302

City of Phillipsburg Armory Clean-Up List

- Front Entrance: Floor mopped, rugs vacuumed, door glass washed. _____
- Hall Area: Floor mopped, trash cans empty, trash taken to dumpster and liners put in cans. NO items left on walls or ceiling. _____
- Tables and Chairs: Items neatly put back in the carrying racks and returned to storage area. _____
- Kitchen Area: Floor mopped, counters and stove cleared off and wiped down, refrigerator cleaned and wiped out, any other items washed and put away. _____
- Restrooms: Floors mopped, trash emptied and liners put back in the cans, urinals and stools clean, mirrors and sinks clean. The city will replace paper towels, toilet paper and fill soap dispensers. _____
- Storage Area: If used, needs to be swept out and any items moved need to be put back where they were found. _____
- Trash: All trash must fit within the dumpster provided and must be household type waste. Any other trash must be disposed of by the renter at the landfill or thru recycling. This includes all trash inside and outside the building. Additional fees may be applied. _____

Please remember other customers will be using the restrooms so please make sure they are cleaned promptly. The Wellness Center is open each day. Thank You!