

City of Monett
Community Building Rental Agreement
603 County Road, Monett, MO 65708
Phone: 417-235-3544
Fax: 417-235-4606

FEE SCHEDULE

Building Rental\$90.00 (3 hour maximum)

You will not be permitted to enter the building until 15 minutes before the starting time indicated on the contract.

The Community Building closing time is 12:00 a.m. (midnight). All people and equipment must be out at this time.

USE POLICY

- (1) There are no exceptions or discounts to the adopted fee schedule for any individuals or groups renting the Community Building.
- (2) No date will be reserved for any individual or group until payment in full is received by the City Collector and the renter has submitted a fully executed Rental Agreement. The following refund policy shall apply:

0-5 Days Prior to the Event	No Refund
6-14 Days Prior to the Event	50% Refund
15-90 Days Prior to the Event	75% Refund
More than 90 Days Prior to the Event	100% Refund

There are no exceptions to this refund policy.
- (3) Reservations shall be made through the City Collector's office at City Hall.
- (4) There shall only be one rental per day.
- (5) No alcohol is permitted.
- (6) No barbecue grills shall be permitted in the building or on the premises.

- (7) No bands, DJ's, or live music shall be permitted.
- (8) The individual or group reserving the facility shall be responsible for any damage done to the building or contents during their event.
- (9) The City of Monett shall not be responsible for items lost, stolen or broken during the event.
- (10) The use of nails, tape, pins or staples to fasten any decoration or display onto the walls or ceilings is prohibited (including piñatas).
- (11) All decorations or displays shall be removed or disposed of by the renter. The City of Monett reserves the right to dispose of materials or supplies left behind by the renter.
- (12) The City shall maintain full authority over the Community Building and may deny rental or use of the facility for inappropriate activities or due to misconduct or failure to abide by the facilities policy.
- (13) Children must be supervised at all times. Failure to supervise children may lead to violators being expelled from the facility.
- (14) The primary purpose of this facility is to serve as a shelter for weather or disaster events; such events will take precedence over any scheduled non-emergency event. Rental fees will be refunded in instances where the building is not available due to emergency use.
- (15) Kitchenette – 1) Renters must provide their own kitchen supplies; 2) Only warming devices are to be utilized in the building; 3) Do not leave items in the refrigerator; 4) Cabinets, sink, and refrigerator shall be left free of debris and spills.
- (16) All trash shall be put into the trash receptacles. Place full bags of trash in the dumpster outside of the building.
- (17) Table and chairs shall be placed back as they were prior to the event.
- (18) Building is available for rent from October 1 thru April 30.

Date of Rental: _____

Name/Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

○ Type of function: Reunion Party Meeting Reception Other _____

○ Start Time _____ End Time _____ Total Hours _____

○ Approximate number of people attending? _____ (120 chairs provided)

Please return this page with payment (made payable to City of Monett) to:

City of Monett, 217 Fifth Street, Monett, MO 65708

By signing this document the Renter acknowledges that they have read and understand the use policy and fee schedule, and that the City of Monett is not responsible for personal injury or loss of property. The renter acknowledges that there will be security cameras in use at the facility that may or may not be recording the event.

By execution of this agreement, Renter and all members of the party give implied consent to the City of Monett and its employees to inspect the premises and review the conduct of the Renter and guests to determine the safety of the Community Building as to any anticipated breach of the peace. Renter and all guests, by implied consent, agree that the Community Building may be closed after determination by the City of Monett or its employees that there exists a condition which would breach the peace and/or cause harm or detriment to the Community Building and/or any persons. No refunds will be made of the advance payment.

Signature: _____