

## **Arnold Community Center Rental Rates**

The rental agreement must be signed and returned to the Village office along with the rental fee and the deposit prior to the event. Please write two checks—one for the rental fee and the other for the deposit. Completed rental agreement and payment may also be mailed to:

Village of Arnold Community Center  
PO Box 70  
Arnold, NE 69120

Organizations and businesses may be required to obtain a Certificate of Insurance listing the Village of Arnold as additional insured.

<b>Room</b>	<b>Rate</b>
Meeting Room/Kitchen (Minimal Use of Kitchen) (Meetings/Bridal Showers/Wedding Showers/Home-Based Business Parties)	\$ 40.00
Multipurpose Room—Entire Day	\$100.00
<ul style="list-style-type: none"> <li>■ Use of the multipurpose room for two hours</li> <li>■ Each hour thereafter is an hourly rate</li> <li>■ Maximum is four hours of use</li> <li>■ If the center is rented for more than four hours, the day rate will apply</li> </ul>	\$ 30.00 \$15.00
Entire Building	\$150.00
Entire Building (Five Hours)	\$ 75.00
Entire Building (Bloodmobile)	No Charge

**DEPOSITS: A deposit of \$100.00 is required for rentals of the entire facility; \$200.00 deposit if alcohol is served.**

Nonprofit Organizations/Benefits/Funerals/Memorial Services will be charged 75% of the rental rate. Nonprofit organizations are required to pay the appropriate deposit and are to complete the Cleanup Checklist. There is no charge for nonprofit organizations to use the meeting room.

# Arnold Community Center Rental Agreement

Renter's Name \_\_\_\_\_

Renter's Address \_\_\_\_\_

Renter's Phone Number \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Rental Date(s) \_\_\_\_\_

Rental Time(s) \_\_\_\_\_

Rooms Rented \_\_\_\_\_

Will Alcohol Be Served?       Yes       No

Rental Fee \_\_\_\_\_ Date Paid \_\_\_\_\_

Deposit Fee \_\_\_\_\_ Date Paid \_\_\_\_\_

Amount Refunded \_\_\_\_\_ Date Refunded \_\_\_\_\_

***Please write two checks—one for the rental fee and the other for the deposit.***

Consumption of alcohol is allowed on the premises if an Acknowledgement Agreement is signed between the renter and the Village of Arnold. However, selling alcohol requires a Special Designated License (SDL). Only a holder of a retail liquor license (such as Suzy's) or a nonprofit corporation can apply for an SDL. A SDL request must be on the Village Board meeting agenda and the individual must appear in person before the Village Board. Contact the Village Clerk at (308) 848-2228 to be added to the agenda. The Village Board meets the second Monday of every month. There are no exceptions to this rule.

Hold Harmless Clause: The individual, organization, or group, including the individual signing on behalf of an organization, personally agree to hold the Village of Arnold, Nebraska, harmless from any claim or demand against the Village of Arnold, Nebraska, arising out of the use of the building by the organization or any claim or demand by any person on the premises by reason of the activity of or by invitation of such organization and the undersigned to covenant to reimburse the Village of Arnold, Nebraska, for any legal expense incurred by the Village of Arnold, Nebraska, in defending such claim.

The Arnold Village Board shall not discriminate against any renter. The Village Board reserves the right to refuse renting the Community Center to any party who has previously failed to comply with the above agreement or with the terms of the rules and regulations. Persons aggrieved of any action taken shall present their grievance to the Arnold Village Board.

Completed agreement and payment may be dropped off at the Village office or mailed to:  
Village of Arnold, PO Box 70, Arnold, NE 69120.

I have read and agree to the rules listed on this agreement.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Arnold Community Center Rental Guidelines**

Read the guidelines below before using the facility. Friends, residents, and businesses of Arnold have worked countless hours and generously donated funds so that we may have a facility we can be proud of. Please take special care to follow these guidelines so our facility remains clean and in excellent working condition for years to come for everyone's enjoyment. Thank you, we appreciate your cooperation!

## **Reservations**

Call the Village Clerk at (308) 848-2228 to reserve the Community Center. The building will not be considered reserved until the deposit and rental fees are paid and the Village has received the signed rental agreement from the renter. Preference on scheduling will be on a first-come, first-serve basis.

## **Deposits**

The deposit is \$100.00 for rentals of the entire facility unless alcohol is served. If alcohol is served a \$200.00 deposit is required. The deposit will be refunded after inspection and no damage has been found. If the facility has not been properly cleaned after the event, the renter forfeits the deposit.

## **Damages**

Any damages to the building or equipment will be deducted from the deposit. Renter shall be responsible for any dollar amount exceeding the deposit.

## **Keys**

The Village Clerk has the building key. You may pick up the key immediately prior to your event, and only after the deposit and rental fees have been paid and the agreement has been signed.

## **Loading/Unloading**

Please do not drive on the sidewalks to load or unload vehicles.

## **Smoking**

The entire building is smoke-free.

## **Alcohol**

Consumption of alcohol is allowed on the premises if an Acknowledgement Agreement is signed between the renter and the Village of Arnold. Alcohol can be consumed (NOT SOLD) upon request at the Community Center PROVIDED:

The event is not open to the public

The event is not advertised

No money exchanges hands

\$200.00 deposit is paid

Selling alcohol requires a Special Designated License (SDL). Only a holder of a retail liquor license (such as Jim's Bar or Suzy's) or a nonprofit corporation can apply for an SDL. A SDL request must be on the Village Board meeting agenda and the individual must appear in person before the Village Board. Contact the Village Clerk at (308) 848-2228 to be added to the agenda. The Village Board meets the second Monday of every month. There are no exceptions to this rule.

## **Multipurpose Room**

Use care to prevent marring the multipurpose room floor. All wheels on scaffolding, carts, dollies, etc., must have duct tape covering the wheels. Do not put any duct tape on the floor!

## **Kitchen**

*Important*—The exhaust fans are not commercially rated; therefore, no frying is allowed. If the kitchen is used, all cupboards, counters, and sinks should be cleaned. All items must be returned to the cabinets. Please take care not to scratch or damage the countertops by cutting or setting hot items on them. **USE BOARDS UNDER THE ROASTERS!!** Boards are in the Kitchen Pantry.

## **Decorating**

There are to be no items taped, tacked, nailed, or stapled to the walls in the Community Center.

## **Minor Children**

Children 12 years of age and younger must be accompanied by an adult.

## **Wheels**

No roller blades, roller skates, or skate boards are allowed. Any trailer or other type of wheeled apparatus must be pushed into the area and the floor must be covered. No gas, oil, or fluid leaks can be allowed on the floor. Engines are not to be running in the building.

## **Trash**

All trash is to be removed from the building and placed inside the proper trash dumpster near the building. Extra garbage bags are in the kitchen under the sink.

## **Cleaning**

Cleaning supplies are located in the janitor's closet and under the kitchen sink. See Cleanup Checklist for detailed list of items that must be cleaned to have your deposit returned.

## **Lost or Stolen Items**

The Village of Arnold is not responsible for items lost or stolen on the Community Center property or in the building.

## **Emergency Contacts**

Patty Lamberty	(308) 520-4495	Bill Moser	(308) 880-0592
Doug De Laune	(308) 870-5589	Paula De Laune	(308) 870-4669

# Arnold Community Center Cleanup Checklist

Please check the box when each item has been completed. After all boxes have been checked, call Paula De Laune for an inspection before you leave. If Paula is unavailable, call Patty Lamberty. Cleaning supplies are located under the kitchen sink or in the janitor's closet.

## Contact Information

Paula De Laune	(308) 870-4669	Patty Lamberty	(308) 520-4495
Bill Moser	(308) 880-0592	Doug De Laune	(308) 870-5589

## Checklist

- All trash (kitchen, meeting room, and multipurpose room) has been bagged and taken to the dumpster. Trash cans liners have been replaced and trash cans have been returned to their original locations. Liners are located in the cupboards by the kitchen sink. The gray liners are to be used for the square trash cans only.
- All chairs and tables have been wet-wiped and dried. They have been returned to the storage area **EXACTLY** the way they were found. **CHAIRS ARE IN THE STORAGE ADDITION (BY THE KITCHEN OVERHEAD DOOR). DO NOT PUT THE ROUND TABLES IN THE STORAGE ADDITION!!!**
- The kitchen has been completely cleaned. The sink has been cleaned; the refrigerators have been emptied and cleaned (do not clean the outside of the refrigerators); the stoves have been cleaned, including any spills in the ovens; countertops have been wiped down; the microwave has been cleaned and all dishes and utensils used have been washed and put away in appropriate places. Used dishtowels have been placed on the stainless steel sink (Village will wash the towels and dishcloths).
- The meeting room tables have been wiped off and chairs have been placed in their original positions. Please leave 4 rectangular tables and 20 chairs in the meeting room. **DO NOT LEAVE SET UP.**

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Inspected By \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ Front Door Locked
- \_\_\_\_\_ Sound System Turned Off
- \_\_\_\_\_ Microphone Turned Off & Put Away
- \_\_\_\_\_ Sound System Room Locked
- \_\_\_\_\_ Door between Kitchen & Multi-Purpose Room Locked
- \_\_\_\_\_ Door between Kitchen & Meeting Room Open
- \_\_\_\_\_ Meeting Room Door Locked (Door to the hallway)
- \_\_\_\_\_ Meeting Room Door Locked (Outside Entrance)
- \_\_\_\_\_ Kitchen Door Locked (Outside Entrance)
- \_\_\_\_\_ Janitor's Closet Locked
- \_\_\_\_\_ Kitchen Roll Up Window Locked
- \_\_\_\_\_ Cleanup Checklist Completed
- \_\_\_\_\_ Call Paula De Laune (308) 870-4669 for an Inspection