



# The City of Clay

## *Library Multimedia Room*

### Rental Agreement

Date of Application: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Address : \_\_\_\_\_

City, State and Zip Code : \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Is your address within the Corporate City Limits of Clay? Yes \_\_\_\_\_ No \_\_\_\_\_

**TYPE OF FUNCTION:** \_\_\_\_\_

How many people will attend? \_\_\_\_\_ Date of Rental : \_\_\_\_\_ Recurring rental? \_\_\_\_\_

Start and End Time of Rental: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*There will be a \$150.00 security deposit collected at the time this agreement is instituted. Other deposits, if applicable, will be collected at time agreement is instituted. These deposits will be refunded if, upon inspection of the facility, all Terms of the Agreement have been adhered to in a satisfactory fashion. This security deposit is non-refundable if the application is submitted **less than two weeks** before the event. This will be collected separately from the rental fee.

Because of past outstanding damage, the City of Clay requires a credit card to be kept on file until the completion of the event. By providing your credit card information, you are giving permission to the City of Clay to charge this card for the costs of any damages incurred during your rental.



Card Number: \_\_\_\_\_ Exp.: \_\_\_\_/\_\_\_\_ CVV Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Date \$150 Security Deposit Paid to secure rental: \_\_\_\_\_  
(Deposit will be forfeited if rental not paid on time and rental will be cancelled) Renters Initials \_\_\_\_\_

Facility rental fee: \$ \_\_\_\_\_  
Renters Initials \_\_\_\_\_

Tablecloth rental fee (\$15.00 per tablecloth): \$ \_\_\_\_\_  
Renters Initials \_\_\_\_\_

Cost for Deputy if applicable, due at time of deposit \$ \_\_\_\_\_  
Renters Initials \_\_\_\_\_

Total Cost of Rental for this event: \$ \_\_\_\_\_  
Renters Initials \_\_\_\_\_

**City of Clay *Library Multimedia Room Rates and Usage Agreement***  
**The *Library Multimedia Room* is for rent subject to the limitations provided below:**

1. The *Library Multimedia Room* is available for rent to individuals only. Corporations may not reserve City facilities.
2. Rental Rates:  
Non-Resident of Clay: \$200.00 for the first three hours/ \$100.00 for each additional hour  
Resident of Clay: \$100.00 for the first three hours/ \$50.00 for each additional hour  
A copy of your driver's license and/or utility bill is required for address verification.  
Special rates may be negotiated at the City Manager's discretion.  
\*Employee Discount: 25%
3. Rental of the *Library Multimedia Room* is for a minimum of three (3) hours.
4. Clay Deputy:  
At the City Manager's discretion, parties of 50 or more may be required to hire a Jefferson County Sheriff's Deputy. The cost of a deputy shall be \$30.00 per hour (in addition to rental fees) to be paid by the renter at the time of deposit. The City Manager's office will assign and reserve all deputies.
5. An application, security deposit, and credit card information will be due immediately upon the date of reservation. All rental fees will be paid in full by the time of key pick up. If the rental is reserved less than two (2) weeks in advance the security deposit is non-refundable.

Renter Initial: \_\_\_\_\_ Date: \_\_\_\_\_

6. Rental fees will be refunded only if the renter makes the cancellation and return the rental fee request in writing at least thirty (30) days before the scheduled event.
7. The *Library Multimedia Room* will be available for rental during Library operating hours. The *Library Multimedia Room* will be closed on the following days: New Year's Day, Good Friday, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day (and the following Friday), Christmas Eve, and Christmas Day. Requests for times other than listed above must be submitted to the City Manager's office for approval. Approval of requests is not guaranteed. In cases where requested use causes the City to furnish personnel, the rental rates will be adjusted accordingly.
8. The City Manager's office, at the time a fee-based rental is requested, may reserve and confirm any reservation provided the room and time requested is available and the appropriate fee is collected.
9. The *Library Multimedia Room* will come equipped with 16 tables and 32 chairs. Any additional tables and chairs must be provided by the renter.

10. The renter of record is responsible for any damages that occur while the facilities are entrusted to their care and for the general clean-up. The City Manager's office, at its discretion may charge the provided credit card for damages incurred over the duration of the rental. The renter upon inspection may be refunded the \$150.00 Damage Deposit granted there are no damages to the property.
11. No alcoholic beverages, drugs fireworks, or firearms are allowed on the premise at any time. Discovery of such will result in immediate evacuation of the *Library Multimedia Room* and security deposit forfeiture.
12. It is understood that persons or groups using the *Library Multimedia Room* will abide by the laws and Ordinances of the City of Clay.
13. Nothing will be attached or hung from the ceiling or walls in the facility.
14. Horseplay and inappropriate behavior and conduct are not tolerated at city facilities. Sitting and standing on tables and/or countertops are not tolerated.
15. Set-up and clean up or equipment (supply) storage is limited to one (1) hour total. After one (1) hour, the applicant may be charged an hourly fee.
16. The *Library Multimedia Room* will be completely clean upon completion of the function. This includes sweeping floors, wiping down and cleaning all tables and countertops, removal of any decorations or signage, bagging and removal of all trash from the building and grounds and placement in the dumpster on the property.  
*Failure to do so will result in forfeiture in any and all rental deposits.*
17. The City of Clay and its employees and/or agents will not be liable or responsible in any way whatsoever for any injury that may occur during the course of your function.
18. If your party does not adhere to the times indicated on the rental agreement, your deposit will be forfeited.

Renter Initial: \_\_\_\_\_ Date: \_\_\_\_\_

19. Thermostats are to be adjusted by City Personnel only.
20. Exceptions: The Mayor only may grant exceptions to the above guidelines.

**I have read this agreement and I agree to abide by the terms and conditions found on this form. I also understand that I will be held responsible for any damages that occur to the building during the course of my rental.**

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Signature of Renter

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Date