

Reservations, Rental Agreements, Deposit Information:

- ▶ All reservations will require a Rental Agreement be filled out in its entirety and turned into the office to ensure your reserved date.
- ▶ Annual events of any kind will require a new Rental Agreement be submitted each year to ensure your annual standing reservation. These may be picked up before an event in order to fill it out for the next year's event.
- ▶ All deposits will be mandatory at the time the Rental Agreement is submitted. This deposit is required to help cover costs of any damage to the building or equipment and/or any cleanup that was not taken care of following the event, however, it does not relieve the renter from responsibility of additional charges if damage would be greater than the deposit.
- ▶ All other Rental Fees will be due prior to utilizing the Community Center.

Cancellations

- ▶ **Weekdays** – Cancellations of up to 48 hours notice will be honored for events scheduled from 7:00 a.m. to 5:00 p.m. Monday through Friday. Less than 48 hours notice will result in forfeiture of the deposit, but not to exceed total rental fee, and ½ of the janitorial services if this service was scheduled.
- ▶ **Weekends** – a full refund will be given for cancellation of 30 days or more prior to rental date. Cancellations of 30 days or less will result in forfeit of deposit, not to exceed the price of rental and ½ of the janitorial services if this service was scheduled.

Rules and Regulations: Please be sure to read carefully as refund of deposit is dependent upon the following:

- ✦ **Tobacco & Alcohol:** No tobacco products are permitted inside the building. No alcohol may be sold for consumption on the premises.
- ✦ **Fire Alarms, Extinguishers, & Suppression System:** Unnecessary setting off, tampering with, or misconduct of any fire prevention system will result in a \$150.00 charge plus expenses to repair this equipment. If any of these are activated, you must call the Labette County Sheriff's Department at 795-2565 to send someone to shut them off since the alarm system is locked.
- ✦ **Heat/Air Units:** When leaving please turn heat to 65 or air to 75. We appreciate your cooperation in keeping the cost of operation as reasonable as possible.

- ✦ **Restrooms:** Please check restrooms before leaving to be sure no water is left running, and all stools and urinals have been flushed.
- ✦ **Tables & Chairs:** All tables and chairs must be wiped down and returned to the storage closet in which they were found. Please **do not** sit or stand on tables, or drag them across the floors. Moving carts for tables are provided.
- ✦ **Trash:** All trash must be sacked up, placed in the dumpster outside of the building, and new liners placed in all receptacles.
- ✦ **Floors:** All floors must be swept. Floors must also be mopped during inclement weather or when serving food.
- ✦ **Cleaning Supplies:** Cleaning supplies such as mops and brooms are located in the kitchen clean up area south of the ice machine. The rags/towels are in the kitchen on the bottom shelf of the large island (north side).
- ✦ **Forgotten Items:** All items brought in must be removed immediately following the conclusion of each event. Items accidentally left behind will be held for two week. Please call the city office immediately if you find you are missing an item.
- ✦ **Marker Boards:** If used, please be sure to return markers to the top cabinet in the John Matthew Room and in the top cabinet in the kitchen to keep out of the reach of small children. Any damage done to walls, panels, etc. will be charged back to the renter.
- ✦ **Moveable Room Divider: DO NOT** tamper with the moveable room divider. It requires a special tool to unlock the divider. Any damage to the door or floor where the door scratches or cuts into the wax will be deducted from the deposit. Any additional fees to repair will be charged to you
- ✦ **Kitchen:** Cleaning of the kitchen will be subject to, but not limited to the following:
 - ✓ All items in the locked kitchen storage area are labeled. Any items used must be cleaned, dried, and returned where they belong.
 - ✓ Clean kitchen facilities including sinks, cabinets, countertops, any spills on or in kitchen equipment such as ovens, refrigerators, stovetops, etc.
 - ✓ All dishes, pots & pans, glassware and silverware should be washed, dried, and put away.
 - ✓ The City of Oswego will provide cleaning supplies and towels.
 - ✓ Please **DO NOT** put coffee grounds or grease in the sinks.
 - ✓ Extra Janitorial services **DO NOT** include cleaning of dishes, pots & pans, glassware or silverware.
 - ✓ **No Confetti to be used for any events inside or outside of the community building. For Weddings birdseed may be used outside only.**

Oswego Community Center



203 North Street
Oswego, Kansas 67356
(620) 795-4433 – City Office
(620)-795-2413-Community Bldg



*Welcome to Oswego
A progressive facility
for a growing
community*

EFFECTIVE 12/23/2010

Wedding/Wedding Reception:

- \$700 Entire building for 2 days.
- \$800 Entire building for 3 days
- \$250 Damage Deposit
- \$100 Set up Tables/Chairs-Extra Charge
- Janitorial Service for wedding events include in the rental fees-Janitorial Service includes taking down and putting away any tables, chairs, equipment used (high chairs, podium, piano) general cleaning (wiping down counters, cleaning restrooms), cleaning of floors, and taking out trash. Renter will be responsible for setting up tables, chairs, washing pots and pans, cooking utensils and service ware. One-half of fees must be paid when submitting the Rental Agreement and the balance prior to reservation date. One-half of the fees will be forfeited if date is cancelled.
- See Rules and Regulations for more details.

Private Functions

(Large all day events –Anniversary Receptions, Parties, or Family Reunions. This rental does insure you the entire building all day.)

Each private function will be responsible for the following,

- Ensuring the entire building is left as clean as found.
- Setting up tables and chairs and any other equipment used.
- Taking down and putting away tables, chairs, and any other equipment used.
- Submitting a rental agreement **prior** to reservation date.
- Paying a deposit of \$250 at the time the rental agreement is submitted.
- See Rules and Regulations for more details

Pricing is as follows:

- \$350 Entire Building – All Day
- \$250 Janitorial Services (See Description)
- \$150 Building for day before/after
- \$250 Deposit
- Arrangements for Janitorial Service must be made at least 30 days prior to reservation day. One half of fees must be paid when submitting the Rental Agreement and the balance prior to reservation date. One half of the fees will be forfeited if date is cancelled.

Administrative Groups

(Meetings, classes, workshops, and similar functions held Monday through Friday. Meetings only, no meal served.)

Pricing is as follows:

- \$100 Damage Deposit
- \$35 per room
- \$75 Entire Building

Oswego Civic Groups

Pricing is as follows

- 1 free fundraising event or hall usage annually
- \$50 for one room
- \$75 two rooms or one room/large kitchen
- \$100 three rooms or two rooms/lg kitchen
- \$100 Damage Deposit
- Provide a list of all officers with contact information.

Come & Go Events

(Anniversary Receptions, Family Reunions, Birthday Parties, Funeral Dinners, Pot Luck or Catered Meals.

Please be advised there may be additional events occurring in other areas of the building. If privacy is of importance, please refer to Private Functions.)

Pricing is as follows:

- \$50 for one room
- \$75 two rooms or one room & large kitchen
- \$100 three rooms or two rooms & lg kitchen
- \$100 Damage Deposit

Administrative, Civic and Come & Go Event groups will be responsible for the following. **NO EXCEPTIONS:**

- Ensuring the rented area is left as clean as found.
- Setting up and taking down of tables, chairs, and any other equipment used
- Filling out a rental agreement **prior** to utilizing the building and paying the deposit of \$100.00.
- Providing contact information for someone that may be reached at any given time the building is being used.

NO EXCEPTIONS:

Due to the possibility of last minute rental, other scheduled events and routine maintenance we can no longer allow access to any part of the community building prior to your date & time of rental.

Kitchenette Rentals: Ice is not provided unless the kitchen has been rented by your group.

Companies

(Selling products such as tools, clothing, etc.)

Each company will be responsible for the following,

NO EXCEPTIONS:

- Ensuring the entire building is left as clean as found.
- Setting up and taking down of tables, chairs, and any other equipment used.
- Filling out a rental agreement and submitting a \$250.00 deposit at the time of rental.
- Pay any remaining rental fees prior to reservation date.
- Providing contact information for someone that may be reached at any given time the building is being used.
- Provide a Liability Insurance Certificate with Rental Agreement
- Provide a Sales Tax Number on Rental Agreement.
- See Rules & Regulations and Deposit Information for more details.

Pricing is as follows:

- \$150 for one room all day
- \$300 two room, all day
- \$350 entire building all day
- \$250 Damage Deposit
- \$250 Janitorial Services

Janitorial Services for events other than wedding events includes: setting up/taking down tables, equipment used (high chairs, podium, piano), general cleaning (wiping down counters, cleaning restrooms), cleaning the floors and taking out trash for the room(s) rented. Renters are responsible for washing pots/pans, cooking utensils and service ware. Cost is \$65.00 a room. ½ Janitorial fee needs to be paid when the reservation is made.

It is the responsibility of the event sponsor to monitor the conduct of its patrons. Groups not adhering to the policies outlined in the Terms and Conditions may forfeit the use of the facilities for future events. Event sponsors are responsible for any damage to the Community Center, and its furnishings or equipment that occurs during the sponsored event.