



CIVIC CENTER USE AGREEMENT

Applicant agrees to abide by the following rules and restrictions as well as all laws, ordinances and regulations adopted or established by federal, state or local governmental agencies:
Please initial indicating that you have read and understand the following rules and restrictions.

Reservation Policy: Reservations are taken on a first come, first served basis. The balance due, damage deposit, and completed contract will be required to secure a rental date.

Facilities Use License/Agreement: The rental contract must be read in its entirety, and signed by the individual or groups using the Center. The individual signing the contract is the person responsible for the actions of the rental group.

Facility Uses: The following is a list of uses that the Platte City Civic Center may be rented for without approval from the Board of Alderman.

- | | |
|-------------------|--|
| Birthday Parties | Sports Activity (Soccer, Volleyball, Basketball) |
| Anniversaries | Receptions/Dinners (Wedding, Funeral) |
| Family Reunion's | Education or Training Events |
| Business Meetings | |

Deposit Information: \$250.00 REFUNDABLE DEPOSIT is required to use the facility. This deposit will be returned provided that the facility is left clean, damage free and the facility access card is returned to City Hall. If facility access card is not returned to City Hall within 48 hours following usage an additional \$25.00 charge will be assessed. Facility access cards may be dropped in the drop box located at 400 Main Street. If rental occurs over a weekend access card must be left in drop box or returned to City Hall by 9:00 a.m. the next business day.

Facility: Applicant will vacate the facility damage free and clean. Applicant shall not injure, mark, nor (in any manner) deface, City premises or any equipment contained therein, and will not drive nails, hooks, tacks, or screws into any part of building. Applicant will not affix by adhesives any signs, posters, notices, or graphics of any description without written consent of the City. Applicant agrees that if the premises are damaged by the act, default, or negligence of the applicant, patrons, or guests or any other person admitted to the premises by the applicant or applicant agent/guests. Then applicant shall pay to City upon demand such sum as shall be necessary to restore said premises to their original condition.

- All trash must be removed from the building. There is a dumpster besides the building to the west for disposal.
- Please wipe down all tables at the end of your rental.
- All spills must be cleaned up and floor not left sticky.
- Restrooms shall be orderly at the end of your rental.
- Please turn off all lights at the end of your rental.

Alcoholic beverages / illegal drugs / Smoking prohibited: The City of Platte City prohibits alcoholic beverages / illegal drugs / smoking in any City building or on any City grounds. Smoking is permitted in designated area only.



CIVIC CENTER USE AGREEMENT

Hold harmless: To the fullest extent permitted by law, applicant agrees to indemnify, defend and hold harmless the City of Platte City, its officers, agents, volunteers, lessees, invitees, and employees from and against all suits, claims, damages, losses and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to the above use of City's facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution of value), but only to the extent that such suits, claims, damages, losses or expenses are caused by negligence or other wrongdoing of lessee, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the lessee or anyone for whose acts the behalf of lessee may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

- The applicant if a business or organization shall purchase and maintain the following insurance: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence basis.
- Workers Compensation insurance with statutorily limits required by any applicable federal or State law and Employers Liability insurance with a minimum limit of \$1,000,000 per accident.
- All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- Prior to activities commencing the lessee shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
- No Provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

IN THE EVENT OF A NON-EMERGENCY INCIDENT DURING YOUR RENTAL PLEASE CONTACT PLATTE COUNTY DISPATCH AT 816-858-3521 TO HAVE A PLATTE CITY POLICE OFFICER TO RESPOND.



CIVIC CENTER USE AGREEMENT

FACILITY USE		
Name:		
Entity Name (if business or organization):		
Address:		
City:	State:	Zip:
Telephone #:	Alternate telephone #:	
Email Address:		
Facility Use:		
Age Group: <input type="checkbox"/> 1 - 12 <input type="checkbox"/> 13 - 23 <input type="checkbox"/> 24+	On site security may be required based on type of use and expected attendance.	
RENTAL SPACE		
Platte City Resident (Inside City Corporate Limits)		
Gym Rental or Multipurpose Room: \$15.00 Hour Gym and Multipurpose Room: \$25.00		
<input type="checkbox"/>	_____ From: _____	To: _____
<input type="checkbox"/>	_____ From: _____	To: _____
<input type="checkbox"/>	_____ From: _____	To: _____
Non-Resident (Outside City Corporate Limits)		
Gym Rental or Multipurpose Room: \$30.00 Hour Gym and Multipurpose Room: \$40.00		
<input type="checkbox"/>	_____ From: _____	To: _____
<input type="checkbox"/>	_____ From: _____	To: _____
<input type="checkbox"/>	_____ From: _____	To: _____
\$250.00 REFUNDABLE DEPOSIT is required to use the facility. This deposit will be returned provided that the facility is left clean, damage free and the facility access card is returned to City Hall. If facility access card is not returned to City Hall within 48 hours following usage an additional \$25.00 charge will be assessed. Facility access cards may be dropped in the drop box located at 400 Main Street. If rental occurs over a weekend access card must be left in drop box or returned to City Hall by 9:00 a.m. the next business day.		



CIVIC CENTER USE AGREEMENT

The City permits use of the facility by applicant for the dates and times provided in this agreement. Applicant agrees to vacate premises at the conclusion of rental dates and times approved by this agreement.

The City by approval of the City Administrator reserves the right to cancel or revoke this use agreement at its discretion. The City's liability is limited to refund of the rental fee.

Applicant agrees to abide by the following rules and restrictions as well as all laws, ordinances and regulations adopted or established by federal, state or local governmental agencies: Please initial indicating that you have read and understand the following rules and restrictions.

_____ **Deposit required:** \$250.00 REFUNDABLE DEPOSIT is required to use the facility. This deposit will be returned provided that the facility is left clean, damage free and the facility access card is returned to City Hall. If facility access card is not returned to City Hall within 48 hours following usage an additional \$25.00 charge will be assessed. Facility access cards may be dropped in the drop box located at 400 Main Street. If rental occurs over a weekend access card must be left in drop box or returned to City Hall by 9:00 a.m. the next business day.

_____ **Alcoholic beverages / illegal drugs / Smoking prohibited:** The City of Platte City prohibits alcoholic beverages / illegal drugs / smoking in any City building or on any City grounds. Smoking is permitted in designated area only.

_____ **Facility:** Applicant will vacate the facility damage free and clean. Applicant shall not injure, mark, nor (in any manner) deface, City premises or any equipment contained therein, and will not drive nails, hooks, tacks, or screws into any part of building. Applicant will not affix by adhesives any signs, posters, notices, or graphics of any description without written consent of the City. Applicant agrees that if the premises are damaged by the act, default, or negligence of the applicant, patrons, or guests or any other person admitted to the premises by the applicant or applicant agent/guests. Then applicant shall pay to City upon demand such sum as shall be necessary to restore said premises to their original condition.

- All trash must be removed from the building. There is a dumpster besides the building to the west for disposal.
- Please wipe down all tables at the end of your rental.
- All spills must be cleaned up and floor not left sticky.
- Restrooms shall be orderly at the end of your rental.
- Please turn off all lights at the end of your rental.

_____ **Hold harmless:** To the fullest extent permitted by law, applicant agrees to indemnify, defend and hold harmless the City of Platte City, it's officers, agents,



CIVIC CENTER USE AGREEMENT

volunteers, lessees, invitees, and employees from and against all suits, claims, damages, losses and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to the above use of City's facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution of value), but only to the extent that such suits, claims, damages, losses or expenses are caused by negligence or other wrongdoing of lessee, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the lessee or anyone for whose acts the behalf of lessee may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

- The applicant if a business or organization shall purchase and maintain the following insurance: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence basis.
- Workers Compensation insurance with statutory limits required by any applicable federal or State law and Employers Liability insurance with a minimum limit of \$1,000,000 per accident.
- All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- Prior to activities commencing the lessee shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
- No Provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

I CERTIFY THE INFORMATION IN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE.

Applicant's Printed Name

Applicant's Signature

Date

City of Platte City
400 Main Street
Platte City, Missouri 64079

(816) 858-3046
Fax (816) 858-5402
www.plattecitey.org

CONTINUED ON REVERSE SIDE →



CIVIC CENTER USE AGREEMENT

Rental Fee		
Platte City Resident (Inside City Corporate Limits)		
	Gym or Multipurpose room	\$15.00 per hour
	Total Hours	
	Total Rental Fee	
	Gym and Multipurpose room	\$25.00 per hour
	Total Hours	
	Total Rental Fee	
Non-Resident (Outside City Corporate Limits)		
	Gym or Multipurpose room	\$30.00 per hour
	Total Hours	
	Total Rental Fee	
	Gym and Multipurpose room	\$40.00 per hour
	Total Hours	
	Total Rental Fee	
City Official Use Only		
Facility Access Card # _____		
Date Issued: _____ City Official Signature: _____		
Date Returned: _____ City Official Signature: _____		
Deposit Received Date: _____ Cash _____ Check # _____		
City Official Signature _____		
Deposit Returned Date: _____		
City Official Signature _____		