

## THE WILBUR WIENS COMMUNITY BUILDING RULES, REGULATIONS, AND USAGE AGREEMENT



**As a service to our community, we allow our Towanda Coffee Drinkers use the Community Building from 7 am to 8:30 am Monday – Saturday. Over the years our Coffee Drinkers have raised funds to help with the upkeep of the Community Building and made substantial donations to our Towanda Area Historical Museum. *Everyone is welcome for coffee!***

**Init.** \_\_\_\_\_ **Date** \_\_\_\_\_

### RENTAL FEES

- Residents living **within** Towanda city limits: \$75/day, plus a \$100 refundable damage/cleaning deposit.
- Residents living **outside** Towanda city limits: \$150/day, plus a \$100 refundable damage/cleaning deposit.
- The deposit must be paid to confirm the reservation and post it to the event calendar. Both the deposit and rental fee must be paid before the rental date. If you must cancel, please give 48 hours' notice.
- Non-profit organizations that reside and hold their meetings within the city limits of Towanda, KS are exempt from the regular fee and deposit, upon showing their tax identification number.
- We require you to leave the property in the same condition you found it in. Deposits will be held until an inspection has been done for damage, cleaning, etc. Damages that total more than the deposit will be the responsibility of the person signing this agreement.
- Deposits, rental fees, and refunds will be handled by Towanda City Hall.

### USE OF THE FACILITY

- The basement area is NOT for public use.
- This facility has a **capacity of 125 persons** and is handicap accessible.
- The use of the kitchen facility (including appliances, dishes, cookers, buffet warmers, and drink makers) is permissible.
- This is a **non-smoking facility**. The City must approve the use of candles or other open flames prior to use.
- **You are not allowed to affix anything to the walls or ceilings by nail, staple, screw, tape, glue, or any other means.**
- The City shall not be responsible for damage to any property or injury to any person as a result of the use of this facility.
- In the event that you have previously rented and damaged this facility, we reserve the right to refuse future use.
- This facility is available on a first-paid reservation basis.
- **Rental time is from 6:00 A.M. – 11:59 P.M. on the rental date.**
  - **Early or late check-in requires an additional day's rental.**
- Each person/organization renting the facility will be furnished a copy of this signed document upon request.

Please contact Towanda City Hall at (316) 536-2243 or 110 S. 3<sup>rd</sup> St. with any questions or reservation requests.

**IF ALCOHOL WILL BE SERVED, THE FOLLOWING APPLIES:**

- The serving of beer, wine, or other alcoholic beverages shall be only in accordance with the rules and regulations of Kansas liquor laws and Towanda City Code.
- The alcoholic or cereal malt beverage shall not be sold and shall be provided without fee to those attending the event.
- The event shall be private and not open to the public. The alcoholic beverage or cereal malt beverage shall remain within the building and not be consumed outside the building.
- Law enforcement shall have unlimited access to the event to verify adherence to regulations.
- All guests of the event shall be 21 or older unless accompanied by a parent or legal guardian.

Name \_\_\_\_\_ **Contact Towanda City Hall** \_\_\_\_\_  
 Street Address \_\_\_\_\_ **(316-536-2243 or 110 S. 3<sup>rd</sup>, Towanda, KS)** \_\_\_\_\_ Zip \_\_\_\_\_  
 Rental Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Event **for booking.** DL # \_\_\_\_\_  
(Required if serving alcohol)

If paying the deposit by check, please initial here to allow the City to shred the deposit upon positive inspection \_\_\_\_\_

- **I, the above-mentioned person, agree to abide by this agreement.**
- **If alcohol is served, I agree to abide by all city and state regulations regulating the serving and consumption of alcohol and cereal malt beverages within the Wilbur Wiens Community Building during the event stated above.**
- **I have been informed about the use of this facility by Towanda Coffee Drinkers.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:** Key # \_\_\_\_\_  
 Returned on \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Rental Fee of \$ \_\_\_\_\_ by cash/check/card received on \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Deposit of \$ \_\_\_\_\_ by cash/check received on \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Deposit of \$ \_\_\_\_\_ returned/shredded on \_\_\_\_/\_\_\_\_/\_\_\_\_  
 City Employee Signature \_\_\_\_\_