



CITY OF RIGGINS

FACILITY RENTAL POLICY

I, _____, agree to the following:

PURPOSE and USE:

To use the premises solely for the purpose stated in the Facility Rental Agreement, and no other purpose without prior express written consent of CITY.

Shall not commit, permit or suffer waste or damage to the premises.

Shall comply with and require all invitees, licensees, agents and guests to comply with all State local and Federal regulations in use of the premises.

DAMAGE/CLEANING DEPOSIT: to pay this amount, as a refundable deposit, to the CITY; shall clean the facility and leave it in the same condition (or better) than it was when rented; shall be liable for damage to the premises arising directly or indirectly from use of the premises by myself or my invitees, licensees, agents or guests. Any cleaning or damage repair costs incurred by the CITY in connection with my use of the premise will be deducted from the deposit paid.

ALCOHOL – If alcohol is provided or served, the following requirements must be met:

1. All State laws regarding alcohol consumption will be observed, and enforced (i.e. age limits, drinking and driving, etc.)
2. Provide the City with a certificate of insurance indicating Host Liquor Liability Insurance coverage (this certificate may be provided by another person agreeing to sponsor or host the serving of alcohol). Certificate shall name the City of Riggins as additional insured and will be provided to the City no less than 2 weeks prior to event.
 - a. **INSURANCE:** All USERS providing or permitting the use of alcohol shall provide CITY with a certificate of insurance indicating Host Liquor liability insurance coverage with a minimum limit of \$1,000,000. In addition, any USER of the premises, if requested by CITY, shall keep and maintain during the rental term, a policy of comprehensive general liability insurance, which shall name and protect CITY, its officials, employees and agents against any and all claims, losses, actions and judgments for damages or injury to persons or property arising out of or in connection with USER'S use of the premises. If insurance is required, USER shall provide proof of such insurance to CITY prior to commencement of the rental and require the insurer to notify CITY prior to any cancellation of such policy.
3. Liquor Catering Permit (if applicable) and fee must be submitted for approval by City Council.
4. Take full responsibility for any and all events which happen as a result of my decision to serve alcohol at this event, and further hold the City of Riggins harmless of any responsibility for actions which occur as a result of this decision.

ALCOHOL DEPOSIT of \$100: to pay this amount, as a refundable deposit, to the CITY if the alcohol is provided or permitted by myself or my invitees, licensees, agents or guests. Any costs incurred by the CITY in connection with my use of the premise when alcohol is permitted will be deducted from the deposit paid.

RIGGINS COMMUNITY CENTER – LIFT (elevator): the lift may ONLY be used for the transport of physically handicapped individuals, NOT furniture or equipment. User agrees to determine the necessity for the lift prior to the event, and indicate such on the Facility Rental Agreement.

MUSIC: All music (live bands, reel-to-reel, tapes, etc.) will be discontinued at 11 p.m. Sunday through Thursday, and 12 a.m. Friday and Saturday.

HOUSEKEEPING:

To keep the premises in a clean and sanitary condition and return it to CITY in as good of condition as when received, normal wear and tear accepted.

Shall comply with all CITY guidelines for space renters, if any, attached hereto as Attachment B.

Shall not alter the premises or attach anything to the premises without prior consent of CITY.

Shall be liable for damage to the premises arising directly or indirectly from use of the premises by USER or USERS invitees, licensees, agents or guests.

INDEMNIFICATION: To indemnify, defend and hold harmless CITY, its officials, employees and agents from any and all claims, losses, actions and judgments for damages or injury to persons or property arising out of or in connection with use of the premises by or acts or omissions of myself or my invitees, agents or guests.

TERMINATION: This Agreement may be terminated prior to expiration at any time by CITY for breach of the Agreement by USER.

CHECKLIST

BEFORE EVENT

- Facility Rental Agreement completed and submitted at City Hall.
- If applicable, Insurance Certificate submitted at City Hall.
- Liquor Catering Permit Application must be presented to the City Council at their monthly meeting (2nd Wednesday each month).
- Rental Fee and applicable Deposit(s) due at the time of application.
- Confirm the reservation date with City Hall **three (3) days** prior to the event.
- Sign-out a key(s) to the Facility at City Hall during regular business hours (Monday through Friday 10 a.m. to 5 p.m.)

SETTING UP FOR YOUR EVENT

- YOU are responsible for setting up your event. Plan ahead to assure you have plenty of time to arrange chairs and tables as needed before your event begins.

AFTER EVENT

- Return chairs and tables to where they were stored/setup prior to your event.
- Clean area and leave it in the same condition (or better) than it was prior to your event.

RIGGINS COMMUNITY CENTER

- Cleaning supplies are located in the lower level in the room near the restroom.

SALMON RIVER HERITAGE CENTER

- Cleaning supplies are located in the storage room.

DEPOSITS

- Applicable Alcohol and Cleaning deposits will be returned by the City Clerk's office the week following the event.