

BARRON BUILDING COMPLEX FACILITY USAGE

-BARRON PUBLIC LIBRARY – BARRON SENIOR CITIZENS – BARRON AMERICAN LEGION-

BUILDING USAGE POLICY AND RENTAL AGREEMENT

The City of Barron and the undersigned hereby agree to the following terms and conditions for usage/rental of the Barron Municipal Building space.

1. Reservations and Information:

- Available up to 3 months in advance on a first come/first serve basis.
- May be renewed year after year as long as a new agreement is filled out, signed and the appropriate deposit placed at the time of renewal.

2. Availability:

- The City has the right to refuse rental/usage on any date, including major holidays.
- Senior Center, American Legion and Library programming take precedence over other events.
- The City will not discriminate based on race, age, gender, religious belief, political affiliation or sexual orientation.
- The City has the right to refuse rental/usage requests that are beyond the capabilities of the building.
- Spaces may not be used for:
 - Private social functions
 - Activities involving the sale, advertising or promotion of products or services.
 - a return engagement by a group that has abused the facility in its earlier use or has violated any of the regulations set forth in this policy statement.
 - Any purpose, which, in the opinion of the boards or their directors, may interfere with, the normal use of the building.
- Library Meeting Room and Senior Citizen Meeting Room can only be used during Library and Senior Center Open Hours

3. Rental Fees:

- Non-for-Profit **civic** organizations are not subject to a rental fee. If damage occurs or additional clean up is necessary, a fee will be assessed accordingly.
- Private parties and other groups will be charged according to the fee table.
- Use of Library when Library is closed includes the requirement and cost of having a staff member on duty.

Fee Table:

Group/Room	Weekday/Night	Weekend	Deposit
Senior Center Dining Room	\$30	\$50	+\$25
Senior Meeting Room	\$30	\$50	+\$25
Library (after Hours)	\$30	\$50	+\$25
Library Staff Cost	\$14/Hour	\$16/Hour	N/A
Janitorial Cost (If Needed)	\$15/Hour	\$20/Hour	N/A

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4. **Deposit Refund Conditions:**

- ACCEPTABLE CLEAN UP as explained in the Clean up requirements
- FOLLOWING ALL GUIDELINES as explained in the Rental Procedure & Terms
- Your deposit may be collected the week following your rental.
- A portion or all of your deposit may be retained for repairs, replacements, and extra clean up.
- If all or part of your deposit is retained, you will be notified as to the reason(s) why on the Post-Rental Inspection Form (Attached.)
- If damage, replacements, and/or extra clean up is valued at more than your deposit, you will be billed for the balance.

5. **Damage/Replacement/Extra Clean up Charges**

- If damage occurs while you are occupying the building, the person signing the Rental Agreement will be held responsible
- If full damage/clean up costs are not paid, the matter may be subject to legal action.

6. **Cleaning**

- You are responsible for following the clean up requirements.
- If the floor is excessively marked and has to be stripped and waxed, you will be billed for the cost. Only street shoes will be allowed in the facility. No cleats, roller skates, inline skates, etc.

7. **Building Security**

The day of your scheduled event (or on Friday, if your event occurs over the weekend) you can pick up the rental keys. Once your event is completed, make sure all doors to the facility are locked, and drop the keys in their envelope into the after hours book drop at the west side library entrance. Police will check on the building as part of their regular patrol route.

8. **Tobacco Policy**

The Barron Municipal building is a tobacco free facility. Any infraction of this regulation will result in a loss of your entire security deposit.

9. **Alcohol Policy**

The use of alcohol is strictly prohibited.

10. **Youth Sponsors**

- If you are holding a youth-oriented event, you are responsible for having an adequate number of sponsors for the activity.
- One sponsor for each ten youth participants is required.

11. **Decorating**

- No taping or pinning of any items to the walls or any fixture in the facility.
- If any damage is found in violation of the decorating policy, the responsible party will be required to pay for the assessed damage.

13. **Clean-up Requirements**

- The center must be left as you found it, or you will be subject to loss of part of your security deposit.

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A) In the dining/meeting room

- Wipe up all wet spills
- Dust mop floor

B) In the Kitchen

- Wipe down counters, center island, appliances and sinks. Wipe up all wet and sticky spills.
- Dust mop kitchen floor

C) Permanent Dishes/Commercial Dishwasher

- Use of the facility's permanent dishes is restricted to those who seek direct permission of the Barron Senior Citizens, as those items belong to that group.
- Use of the dishwasher is limited to members of the Barron Senior Citizens' Organization.
- All other users are required to provide their own disposable dinnerware/flatware/drink ware.

D) Restrooms

- Flush all toilets
- Throw away any paper products left on counters or floors
- Clean floors and toilets of any accidents, such as sickness

E) Garbage

Collect, bundle and place garbage in the outside dumpster provided at the north side of the building.

F) Outside

Collect all litter and dispose of it in the dumpster.

14. The applicant agrees to indemnify, save and hold free and harmless, the City of Barron, its officers, agents and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the City or its officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or to the rental, use and occupancy of the Barron Municipal Buildings provided herein.

Failure to comply with one or more of the above guidelines could result in the loss of all or part of your security deposit and/or suspend you from renting/using the building in the future.

This policy is subject to further review and changes as deemed appropriate by the Building Usage Committee.