

Cash balance of \$ \_\_\_\_\_ due by \_\_\_\_\_

Pick up key on \_\_\_\_\_ Return key on \_\_\_\_\_



**EDWARDSVILLE COMMUNITY CENTER  
USE APPLICATION AND CONTRACT  
696 S. 3<sup>rd</sup> St.  
Edwardsville, KS 66111**

Renter's Name: \_\_\_\_\_

Phone: Home \_\_\_\_\_

Renter's Address/P.O. Box: \_\_\_\_\_

Cell: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Phone: \_\_\_\_\_

**Event Information**

Date: \_\_\_\_\_ Activity: \_\_\_\_\_ Hours: \_\_\_\_ - \_\_\_\_ All day \_\_\_\_

Anticipated Number of People: \_\_\_\_\_ Alcohol to be served? \_\_\_\_\_ Yes \_\_\_\_\_ No Alc. Consumption Begins: \_\_\_\_\_

**Sunday - Thursday**

**Resident Fees**

Deposit • \$150 deposit  
Rental Fee • \$35 per hour (2 hour minimum)  
TOTAL • \$150 deposit + (\$35 x \_\_\_\_ hours) = \$\_\_\_\_\_

**Non-Resident Fees**

• \$150 deposit  
• \$50 per hour (2 hour minimum)  
• \$150 deposit + (\$50 x \_\_\_\_ hours) = \$\_\_\_\_\_

**Friday & Saturday**

**Resident Fees**

Deposit • \$500 deposit  
Rental Fee • \$500 all day rental fee (all day)  
Security Fee • \$35/\$70 per hour (must pay until midnight, consumption must stop by 11:00 PM) x \_\_\_\_ hours = \$\_\_\_\_\_  
Rental+Deposit • \$500 deposit \$500 rental fee = \$1,000

**Non-Resident Fees**

• \$600 deposit  
• \$750 rental fee (all day)  
• \$35/\$70 per hour (must pay until midnight, consumption must stop by 11:00 PM) x \_\_\_\_ hours = \$\_\_\_\_\_  
• \$600 deposit + \$750 rental fee = \$1,350

**Payment Details**

**Deposit (must be paid in cash to hold date):**

Amount: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Rental Fee: Amount: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Staff initials: \_\_\_\_\_

**Security Fee (must be paid in cash):**

Amount: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Staff initials: \_\_\_\_\_

TOTAL: Amount: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Staff initials: \_\_\_\_\_

**Cash Deposit and copy of photo ID are required to secure the rental date.  
Deposits will be returned within two weeks of the rental date provided no damage is found.**

**All cash deposits must be picked up by applicant.**

**All Rental Fees and Security Officer Fees are due 2 weeks before the scheduled event.**

**Events that include alcohol that include more than 150 people require two officers (\$70 per hour total)**

As a condition precedent to the issuance of this contract, I the undersigned responsible person, knowingly and voluntarily assume the responsibility to abide by all federal, state, county and city laws and ordinances and Guidelines and Use Policy (attached) pertaining to the Edwardsville Community Center, all of which are hereby incorporated herein by reference. I, for myself and my children, agents, servants, employees, heirs, executors, administrators and assigns, and the entity on whose behalf I am entering into this contract, agree to release, indemnify and hold harmless the City of Edwardsville, Kansas, its officials, officers, employees, agents and volunteers from any claim arising out of the use of the Edwardsville Community Centers, including but not limited to accidents, injuries, illness, negligent or intentional torts, acts of God, attorney fees, loss of service claims, or any other expenses or claims, including those based on a subrogate interest of any insurer, or loss of group or personal property relating to the use of the center.

**Agreed to and accepted by** \_\_\_\_\_

Signature of Renter

\_\_\_\_\_

Date