



CITY OF EDGEWOOD COMMUNITY ROOM USER AGREEMENT

The City of Edgewood Community Room is provided for community meetings, events, programs, and activities that are consistent with the purpose and policies of the City of Edgewood. The Community Room may only be used for the purpose stated on this agreement. The room may not be used for any unlawful activity or activity that violates City policies, or ordinances, or applicable laws.

The individual signing this agreement is responsible for the conduct of all guests and participants attending the event.

The City of Edgewood reserves the right to deny or cancel the use of the Community Room if the proposed activity is not appropriate for the facility or does not comply with City requirements.

All functions in Community Center must be scheduled through the City office.

All rental proceeds for use of the Senior Center / Community Center shall be paid to the City of Edgewood.

Senior Center activities, programs, and events sponsored or approved by the City shall take precedence over private, organizational, or other rental requests when scheduling use of the facility.

The City reserves the right to prioritize senior activities and programs in order to ensure that the Senior Center remains available for its intended public purpose and to meet the needs of the senior community.

City sponsored events, City sponsored concerts, etc. are excluded from the fee schedule.

Fee schedule for Edgewood Community Center:

- \$200.00 refundable reservation/ damage deposit
- \$200.00 half day rental (Hours – **8:00am-2:00pm** or **2:00pm-10:00pm**)
- \$350.00 whole day rental
- \$100.00 Non-Profit Organization(501-3c) – Fundraisers

1. USER INFORMATION

Name of Organization/Individual: _____

Contact Person: _____

Address: _____

Phone: _____ **Email:** _____

Type/Purpose of Event: _____

Date of Event: _____ **Time:** _____

2. RESPONSIBILITY FOR THE FACILITY

The user agrees to:

- Keep the Community Room and surrounding areas clean and orderly.
- Properly dispose of all trash and place it in designated containers.
- Return tables, chairs, and other City property to their original locations.
- Not move, alter, or remove City equipment or furnishings without permission.
- Not attach decorations, signs, or other items to walls, ceilings, doors, or fixtures in a manner that may cause damage.
- Report any damage, spills, maintenance issues, or other problems to the City as soon as they occur.
- Leave the facility in the same condition in which it was found.
- When the Edgewood Community Center is not in use, all lights shall be turned off.

The thermostat shall be set to the following temperatures when the facility is not occupied:

- **Air Conditioning:** 78°F
- **Heating:** 60°F

3. SMOKING

Smoking, vaping, and the use of tobacco products are prohibited inside the Community Room and any other areas prohibited by law or City policy.

4. SAFETY AND CAPACITY

The user agrees not to exceed the maximum occupancy of 206 permitted for the Community Room.

All exits, fire extinguishers, fire alarms, and other safety equipment must remain accessible at all times. Furniture may not be arranged in a manner that blocks exits or creates a safety hazard.

5. CLEAN-UP

The Community Room must be cleaned immediately after use. This includes:

- Removing all decorations and personal property.
- Cleaning tables and counters.
- Returning tables and chairs to their designated locations.
- Removing trash and placing it in designated containers.
- Cleaning up any spills or food debris.
- Leaving restrooms and other areas used by the group in a clean condition.

Failure to properly clean the facility may result in additional charges and/or loss of future Community Room use privileges.

6. DAMAGE OR LOSS

The user is responsible for any damage to the Community Room, City property, furnishings, equipment, or other City facilities caused by the user or any guest, participant, employee, volunteer, or other person associated with the event.

Failure to comply with the Community Center cleaning and facility-use requirements may also result in the loss of the security deposit and may affect the individual's or organization's ability to reserve the facility in the future.

If the cost of damages or cleaning exceeds the amount of the security deposit, the person or organization responsible for the reservation may be responsible for the additional costs.

The City of Edgewood is not responsible for personal property that is lost, stolen, or damaged while using the Community Room.

7. KEY/ACCESS

Keys, access codes, or other means of entering the facility may not be shared with unauthorized persons. The user is responsible for securing the facility at the conclusion of the event, as directed by the City.

8. CANCELLATION

The City of Edgewood reserves the right to cancel or modify a reservation when necessary due to emergencies, facility issues, City business, or other circumstances requiring the facility.

The user agrees to notify the City as soon as possible if the reservation must be cancelled.

9. SUPERVISION

The person signing this agreement must remain responsible for the event and ensure that the Community Room is properly supervised for the duration of the reservation.

If minors are attending the event, adequate adult supervision must be provided by the user.

13. COMPLIANCE WITH CITY REQUIREMENTS

By signing this agreement, the user acknowledges that they have read and agree to comply with this User Agreement and all applicable City of Edgewood ordinances, policies, rules, and regulations.

Failure to comply may result in termination of the event, denial of future use, or other action as permitted by law.

14. INDEMNIFICATION

To the extent permitted by applicable law, the user agrees to be responsible for claims, damages, or losses arising from the user's use of the Community Room or from the acts or omissions of the user or persons attending the user's event, except to the extent caused by the City's negligence or other conduct for which the City is legally responsible.

15. ACKNOWLEDGMENT AND SIGNATURE

I acknowledge that I have read and understand the City of Edgewood Community Room User Agreement. I agree to comply with all requirements contained herein and accept responsibility for the proper use and condition of the Community Room during my reservation.

Applicant Name: _____

Signature: _____ **Date:** _____

City Representative: _____ **Date:** _____

CITY USE ONLY

Reservation Approved: ☐ Yes ☐ No

Copy of Driver's License: ☐ Yes ☐ No

Rental Fee: \$ _____

Deposit: \$ _____

Total Paid: \$ _____

Payment Date: \$ _____

Special Conditions/Notes:

The City of Edgewood reserves the right to establish, amend, modify, or repeal the rules, regulations, policies, procedures, and requirements governing the use and operation of the Edgewood Community Center.

The City may make changes as necessary to protect the facility, promote the health, safety, and welfare of users, ensure the efficient operation of the Community Center, and further the purpose for which the facility is intended.

Any amendments to the rules and regulations shall become effective upon approval or adoption by the City in accordance with applicable City procedures.