



*City of Carl Junction*  
*303 N. Main, PO Box 447*  
*Carl Junction, MO 64834*  
*417-649-7237*  
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*www.carljunction.org*

**COMMUNITY CENTER RENTAL AGREEMENT (Rev. 05/23)**

Renter Name: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Address: \_\_\_\_\_

Rental Time: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Media Center - Seats 24-48, Audio/Visual Capable

\_\_\_\_\_ Resident - \$25 per hr, \$50 refundable cleaning deposit

\_\_\_\_\_ Non-Resident - \$50 per hour, \$100 refundable cleaning deposit

Dining Hall - Seats 112, Audio/Visual Capable

\_\_\_\_\_ Resident - \$50 per hr, \$50 refundable cleaning deposit

\_\_\_\_\_ Non-Resident - \$100 per hour, \$100 refundable cleaning deposit

Expanded Dining Hall - Seats 160, Audio/Visual Capable

\_\_\_\_\_ Resident - \$75 per hr, \$50 refundable cleaning deposit

\_\_\_\_\_ Non-Resident - \$150 per hour, \$100 refundable cleaning deposit

½ Gymnasium - Audio Capable

\_\_\_\_\_ Resident - \$50 per hr, \$75 refundable cleaning deposit

\_\_\_\_\_ Non-Resident - \$100 per hour, \$150 refundable cleaning deposit

Full Gym

\_\_\_\_\_ Resident - \$100 per hr, \$100 refundable cleaning deposit

\_\_\_\_\_ Non-Resident - \$200 per hour, \$200 refundable cleaning deposit

\_\_\_\_\_ Warming Kitchen access for any rental is \$25 one-time fee

1. City Hall must be notified fourteen (14) days prior to reservation for a full refund. No refund will be given if cancelled within 5 days of the event.
2. Reserving a room does not grant an exclusive use of any other areas of the building.
3. Bands or concerts must have prior approval of City Hall.
4. Alcohol, smoking and gambling events are not permitted anywhere in the building.
5. Trash is to be picked up and disposed of in dumpsters prior to leaving the building. Trash container/plastic bag, mop, broom and dust pan will be made available. Renting party will be responsible for placing trash in the outside dumpster located at the rear of the building.

**\*Mission Statement\***

**The City of Carl Junction will represent our citizens, provide high level services, and plan for the future of our community.**

6. Registered service animals only. No other animals are allowed in the building.
7. Any signs posted by the users on or around the Community Center must be removed when leaving the building. Do not attach anything to the walls.
8. If you have reserved an area of the Community Center and it is occupied by others that refuse to leave, please notify the Community Center front desk.
9. Payment of all fees are to be made when reserving the selected room.
10. Some events may require that the renter have liability insurance to cover the event. Please check with City Hall prior to your event. A "Hold Harmless Agreement" will need to be signed for any event.
11. The main kitchen is not available for rent and access is restricted to this area.
12. Piano in the Dining Hall is not to be moved or used.
13. Refundable Cleaning Deposit requirements – Post Reservation Checklist must be completed and initialed by Renter and City Staff and returned to City Hall for refund to be processed.

### **HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, \_\_\_\_\_ agrees to indemnify, defend and hold harmless the City of Carl Junction, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys; fees, court costs, or alternative dispute resolution costs arising out of, or related to \_\_\_\_\_ use of City's facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of \_\_\_\_\_, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the \_\_\_\_\_ or anyone for whose acts the \_\_\_\_\_ may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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