

# GREYBULL RECREATION DISTRICT COMMUNITY HALL RENTAL

527 1<sup>ST</sup> AVE SOUTH • GREYBULL, WY 82426 (307) 765-9575

Applicant/Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Billing Address (if different from above) \_\_\_\_\_

Telephone Number(s) (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time (includes set up & clean up) \_\_\_\_\_ to \_\_\_\_\_

Number Attending \_\_\_\_\_

Rental Price 2 hrs. \$35 \_\_\_\_\_ 4 hrs. \$60 \_\_\_\_\_ 6 hrs. \$85 \_\_\_\_\_ 6-12 hrs. \$125 \_\_\_\_\_

Kitchen Use \_\_\_\_\_ YES \_\_\_\_\_ NO If YES add \$50 to Rental Price

Cleaning Deposit: \$400 *\*\*The cleaning deposit is fully refunded pending approval of the building after use\*\**

Table and Chair Usage: Number of tables needed \_\_\_\_\_ Number of chairs needed \_\_\_\_\_  
(Chairs and tables are included in the rental fee. However, we are only able to guarantee the number of tables and chairs you request. You will be responsible for set up, clean up and break down of all items used.)

## Key Checkout:

Key Number/type \_\_\_\_\_ Date Checked out \_\_\_\_\_ Date Returned \_\_\_\_\_

## GUIDELINES FOR RENTAL OF THE COMMUNITY HALL

**FULL PAYMENT IS REQUIRED AT THE TIME OF RESERVATION. A RESERVATION WILL NOT BE SECURED UNTIL PAYMENT IS RECEIVED.**

Organization(s) or person(s) listed above, hereafter referred to as Lessor, retaining the building shall pay the replacement cost of any items missing or any damages.

The Community Hall shall be left in the same condition it was received in. All counters, benches, tables and chairs shall be wiped down. Garbage shall be picked up. The floor shall be swept and mopped following the activity. If the kitchen is used, all food and garbage must be taken out and appliances must be cleaned. Lessor takes full responsibility for any food prepared and/or served and hereby acknowledge that all food has been prepared and stored according to the rules and regulations set by the state of Wyoming.

If the activity is for minors, chaperones over the age of 18 will be required. Smoking and vaping are prohibited on the property.

Lessor does hereby forever waive and release any and all claims of any kind whatsoever, including but not limited to claims of negligence against the Greybull Recreation District, Big Horn County School District #3, and the City of Greybull arising from community hall property use. Lessor acknowledges that they have read and agree to comply with the Community Hall Use Guidelines.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

I HAVE RECEIVED A COPY OF AND AGREE TO THE COMMUNITY HALL USE GUIDELINES INITIAL: \_\_\_\_\_



## Community Hall Use Guidelines

**Organization(s) or person(s) retaining the building shall pay the replacement cost of any items missing. They will also be held responsible for any damages to the property or equipment, cleaning fees, and repair expenses.**

**FULL PAYMENT IS REQUIRED AT THE TIME OF RESERVATION. RESERVATION WILL NOT BE SECURED UNTIL PAYMENT IS RECEIVED.**

### **Rental Times:**

The applicant may only occupy the facility during the agreed upon time frame. Set up, break down, and clean up are included in this time frame. Parties who remain on the property longer than the allotted time forfeit the deposit.

### **Cleaning Expectations:**

1. The Community Hall shall be left in the same condition it was received in. In most cases the Community Hall is cleaned and inspected prior to rentals. If you find something amiss, please alert our staff immediately so you are not responsible for any damages or messes created by others. You can leave a message at the office number (765-9575), in the event of an afterhours rental, as soon as you discover something. Please include the time and description of the discovery.
2. Clean all equipment and restore it to its proper location
  - a. Wipe down and put all tables and chairs away after use
  - b. Clean and return any other equipment to its proper location.
3. Pick up any loose garbage in the rooms used.
4. Sweep the gym thoroughly after each use. Use a broom to sweep around the benches and for large matter (i.e. rocks, candy, party decorations). Then use a cloth mop to dry mop the gym floor. Use the dust pan to remove debris.
5. Mop up any pop spills or other messes. Mops, rags and cleaning products are located in the kitchen closet. Wet mop the gym floor with the cloth mops. Mop heads should be submerged in water, wrung out, then put on the frames to clean the gym floor. Rinse mop heads repeatedly during cleaning, after every two or three passes.
6. Clean all benches of debris.
7. All perishable garbage must be taken to the dumpsters located in the alley behind the Community Hall. All full garbage cans must be taken out as well. Please combine waste into one container when possible to save on can liners. New liners must be placed in the garbage cans. New liners are found in the kitchen closet.
8. Check rugs in the gym and kitchen entryways and vacuum when dirty. The vacuum is located in the kitchen closet.
9. Walk through the bathrooms and clean any areas that are soiled, empty garbage and sweep/mop floors.
10. Before you leave, make sure all lights in the gym, bathroom, kitchen, storage and entry areas are turned off and all doors and windows are shut and locked.
11. Pick up any garbage left around the exterior of the facility.

### **Kitchen Use Expectations:**

If the kitchen is used, all food and garbage must be removed and appliances and sinks must be cleaned.

Please do not put food or pour grease down the sinks. There are no garbage disposals and it clogs the drain. The lessor takes full responsibility for any food prepared and/or served and hereby acknowledges that all food

has been prepared and stored according to the rules and regulations set by the state of Wyoming. All items stored in the cupboards, drawers and refrigerator are Greybull Recreation District property and shall not be used unless consent has been given.

**Cleaning Fees:**

The applicant accepts full responsibility for the condition of the facility. If the facility isn't cleaned properly, the deposit is forfeit. The condition of the facility after use is to be determined by Greybull Recreation District staff.

**Smoking and Alcohol:**

No smoking or vaping is allowed on the premises. Adults who would like to smoke must be off community hall property before doing so. Any tobacco debris left in the facility or on the grounds will result in the loss of the deposit. Alcohol will not be served to minors.

**Chaperone:**

If the activity is for minors, chaperones will be required. There must be one adult for every 12 minors under the age of 18.

**Hall Entry Doors:**

Doors to the facility must remained closed. DO NOT prop the doors open during your event. When the doors are left open the heating/AC units run more and pests enter the building (i.e. flies, mice, etc.).

**Helium Balloons:**

No helium balloons are allowed in the Community Hall. They get caught in the heaters, so please don't bring them.

**Decorations:**

Do not put tape, staples, nails, screws, tacks, or anything else on/in the walls. Pinatas can be hung from the wood supports to the basketball hoops. Nothing is to be attached to the backboards or rims/nets. Confetti and glitter must be thoroughly cleaned up.

**Key Return:**

Place the key in the grey drop box located to the left of the office door after you lock the facility.

**Damages:** If damages occur to any property, equipment, grounds, etc. the police department will be notified and a report will be filed. Photos will be taken and video footage will be reviewed. The deposit will be forfeit and the responsible party will be notified. A bill will be mailed to the applicant when damage and labor charges have been assessed. **The deposit does not count towards any damage charges.** Payment is due within 5 business days.

**Check Return Fee & Delinquent Payments:**

A twenty five dollar fee will be added to all checks returned for insufficient funds. Additional fees billed will be due within 5 business days of receipt. Delinquent payments will be pursued and the applicant will be responsible for all court and filing fees associated with the delinquent payment.

**Refund Information:**

A refund, less 25% administrative charge, will be given to individuals requesting a refund one week prior to the rental date. No refund will be issued after this time.