



City of Maize, Kansas
COMMUNITY BUILDING USAGE POLICY

I. POLICY STATEMENT

We hope you enjoy the use of your public facility and to ensure a pleasant experience and lasting facility, please carefully read the following policy detailing the lease of the Maize Community Building. Remember, this is a public facility and we all share in the cost of maintenance and cleaning. Deposits may be kept if the following guidelines are not followed.

- a) The Sponsor (group or individual), who shall be at least 21 years of age, is responsible and will be held liable for the conduct of all persons in attendance and for the orderliness and any damages to the building or contents.
- b) No signs or decorations may be attached to walls or ceilings with nails, staples, tape or other form of attaching device.
- c) Smoking, consumption of alcohol and gambling are prohibited except as authorized by City Ordinance.
- d) Minors must have adult supervision at all times.
- e) All furnishings and equipment must be replaced to their respective places after use in accordance with the attached floor plan.
- f) Heating and conditioning thermostat shall be put on the appropriate energy saving temperature for the respective season (Winter - 60"; Summer - 80'); ceiling fan turned off.
- g) At the conclusion of the scheduled function, the doors must be locked and key returned to Maize City Hall, 10100 Grady, by the next normal working day after scheduled activity. Sponsor will be assessed a \$10 fee for any lost key.
- h) All trash and garbage shall be bagged and removed to the outside garbage container on the west porch. Trash can liners shall be replaced in the receptacles (extra liners provided in bottom of cans).
- i) The use of this facility for commercial or profit purposes is prohibited.
- j) The City reserves the right to enter the building at any time to assure compliance with these rules.

- k) The City reserves the right to prohibit any person or group from using the building if the rules are violated or if inappropriate activities have occurred.
- l) The Sponsor agrees to hold the City of Maize harmless from any claim made by any person(s), group or corporation arising from any incident occurring or premised on the use of the rented facility by Sponsor.
- m) All lights shall be turned off (including restrooms), windows closed and doors locked.
- n) The Sponsor and participants shall leave the building at the scheduled time of their agreement. There is a 12 midnight curfew extended only by special permission of the City Clerk.
- o) Keys may not be duplicated by anyone without prior approval of the City Clerk.
- p) Per Sedgwick County Fire Code, the capacity limit for the Community Building is 100 persons.
- q) The Sponsor and participants agree to abide by all State and Municipal laws during this agreement.

II. STANDARDS FOR PROPER CLEANING

- a) Do not dispose of coffee grounds in the sink or garbage disposal.
- b) Use only dishwasher soap in the dishwasher.
- c) Linens and washcloths are supplied. Bring what you need.
- d) The stove, refrigerator and counters shall be cleaned and the floor swept clean of dirt and spills.
- e) Only authorized organizations will be given access to equipment, dishes and utensils. - Equipment and corresponding parts are not to leave the premises. Utensils and dishes used during the rental period shall be washed, removed from the dishwasher and replaced in their proper order. Individuals renting the facility (other than authorized organizations) are responsible to bring their own equipment, dishes, utensils, etc.
- f) All furnishings and/or equipment will be put in their proper place after use (chairs and tables in proper racks).
- g) Carpet is to be vacuumed and sweeper replaced in the closet near the restrooms,
- h) Cleaning supplies are available for use by Sponsor and are kept in the closet near the restrooms. Inventory of supplies is taken by the Caretaker after each event.