



**SPRINGFIELD COMMUNITY SERVICE CENTER**

**RENTAL/LEASE AGREEMENT  
City of Springfield**

Rental Date Requested \_\_\_\_\_

Organization/Group/Person(s) Making Request as Rental: \_\_\_\_\_

Application Made By: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

- Facility Requested:
- Auditorium (Large Room) **\$ 75.00**
  - Community Room (Small Room) **\$ 25.00**
  - Kitchen **\$ 35.00**

**Facility Requested with Alcohol:**

- Auditorium (Large Room) **\$150.00**
- Community Room (Small Room) **\$ 50.00**
- Kitchen **\$ 75.00**

- Application for:
- Non-Alcoholic Event
  - Public Dance on Premises
  - Consumption/Blending of Alcoholic Beverages on Premises
  - Alcohol sold on premises by:
    - Springfield Pub
    - Norm's Liquor
  - Sound System is available in Finance Office (with a separate deposit)

**It is the Renter's responsibility to ensure a completed written request for a Special On-Sale Liquor License from one of the city's two establishments be submitted ten (10) days prior to the last regularly scheduled council meeting**

**before the requested date. Failure to submit request prior to the event may result in lack of action and denial of the license to allow alcohol to be sold on the premises.**

**Facility cleanup by Renter**

Renter will take tables down, return chairs to storage area, remove garbage from facility and sweep the floor directly after event.

The City of Springfield shall be referred to as the Lessor; the Organization/Group/Person(s) arranging for use of facility shall be referred to as the Renter.

The Renter hereby agrees to the following TERMS for use of the Springfield Community Services Center, or portion(s) thereof:

- (1) Use of Alcoholic Beverages Prohibited: There shall be no use(s) of alcoholic beverages on the premises, unless Renter shall have first received prior approval IN ADVANCE by the City of Springfield Common Council, convened in formal session. Such advance approval must be in the form of a motion, duly appearing in the proceedings of the Official Minutes of Meetings and the designated official newspaper of said City of Springfield, as a condition of/for approval.
- (2) Sales(s) of Alcoholic Beverages are Prohibited inside, or elsewhere upon, the premises without prior Council Approval.
- (3) The Renter Agrees To:
  - (a) Abide by all rules and regulations set by the City of Springfield for the use of the Springfield Community Center, any portion(s) thereof, and its environments;
  - (b) Accept full responsibility for damages involving the equipment and/or facilities used, arranged for, or normally associated with such use, and to reimburse said City of Springfield therefore;
  - (c) Provide Proof of Liability Insurance Certificate, if requested; The City of Springfield shall be listed as an additional covered party (or additional insured) on the renter's liability coverage.
  - (d) Pay any deposits, rental fees, and/or charges IN FULL prior to such use;
  - (e) Use only the portion(s) of the facilities arranged for under this agreement;
  - (f) Take appropriate action during use to avoid abuse of facilities;
  - (g) Upon vacating, leave the area and floor clean; depositing litter in bags/garbage cans; having floors, restrooms, hallways, etc. cleaned up.
  - (h) Lock the door(s) when vacating; return keys; (make arrangements with Municipal Finance Officer for replacement of loss key(s));
  - (i) Obtain all applicable permits for dances, vendors, alcoholic beverages, etc.; and to be in compliance with all laws, procedures, and requirements established by the Ordinances of the City of Springfield, the Statutes of the State of South Dakota, Acts of the United States, and all other sources of public law;
  - (j) To enforce the under-age drinking statutes. (This permit does not grant approval for under-age consumption nor other statutory violations.)
  - (k) To enforce and monitor the No Smoking rules in the building;

- (1) City of Springfield Held Harmless: That the City of Springfield does not insure these or similar events or uses. Any risks of liability contingencies thereto shall be vested within the responsibility of said Renter. It is further understood that the City of Springfield and/or any of its employees will be, and are to be, held harmless from any and/or all claims for damages, injuries, or losses arising out of or in any way related to, or associated with, the use of the facility during the time the premises are occupied by the Renter/Lessee.

Security person contracted by the renter \_\_\_\_\_

This application, based upon the conditions for use contemplated above, is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Applicant Renter**

APPROVAL OF APPLICATION

The above application is hereby APPROVED, according to the dates, hours, terms, stipulations, and conditions agreed to in the application by the Renter:

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

\_\_\_\_\_  
City Official





## CLEANING REQUIREMENTS: (rented room)

**\*\*\*NO SMOKING\*\*\***

1. \_\_\_\_\_ Empty garbage in kitchen, bathrooms, auditorium, and small room.
2. \_\_\_\_\_ Sweep rented room floors and bathrooms.
3. \_\_\_\_\_ Mop floors in rented room and bathrooms.
4. \_\_\_\_\_ Turn off lights.
5. \_\_\_\_\_ Turn off fans.
6. \_\_\_\_\_ Turn thermostat to 69 degrees in the winter
7. \_\_\_\_\_ Turn thermostat to 75 degrees in the summer.
8. \_\_\_\_\_ Check bathrooms. (lights, take out garbage, water not running in sink or stools)
9. \_\_\_\_\_ Check around the outside of the building for debris.
10. \_\_\_\_\_ Turn off kitchen exhaust fan.
11. \_\_\_\_\_ Check that all stove pilots are still on.
12. \_\_\_\_\_ Dish towels used are to be taken home, washed, and returned.

**\*No nails or push pins are allowed in the walls! Command hooks are ok but need to be removed as soon as you are done using them!**

**\*Do not allow people to sit on tables. If they break you are responsible for reimbursement payment!**

If City employees have to clean up after Renter, there will be a charge applied.