



P. O. Box 160  
Lewisville, ID 83431

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## **CITY OF LEWISVILLE COMMUNITY CENTER RENTAL/USE AGREEMENT**

The City of Lewisville will make meeting space, in the Community Center available for public use, subject to compliance with the following policies and regulations:

### **CONTRACT**

- A Meeting room is available on a first come/first serve basis for public use in the Lewisville City Community Center, Monday through Saturday only from 8:00 a.m. to 11:00 p.m. (excluding holidays) [The days or hours may be extended upon request, but may be subject to additional terms or conditions].
- Requests for reservations for the Community Center meeting room may be made by contacting the City of Lewisville or its representatives at 208-754-8608 if no answer leave a detailed message and your call will be returned. Reservations are not final until all fees are paid and reservation is confirmed by the City of Lewisville, its representatives, or City Mayor.
- Reservation and use of the Lewisville Community Center is subject to payment of fees as set forth in the fee schedule provided.

### **CONDITIONS FOR USE OF THE LEWISVILLE COMMUNITY CENTER**

**The City Council and any committees and other city sponsored meetings and activities have priority use of the community center at all times. If the city must cancel a reservation, all fees paid will be refunded. Cancellation by the City may be made without prior notice.**

- The improper use or abuse of the facility is subject to immediate cancellation of the event and ejection without the return of the accompanying fee.
- The main meeting room is available for rent by the general public. Its rental is for meetings and may be used for parties, holiday gatherings, displays, shows, “for-profit” ventures, and other commercial enterprises. “For profit” ventures may require additional fees, terms, or conditions. The City of Lewisville reserves the right to deny any party requesting to rent the Community Center where the rental would be in violation of the laws of the State of Idaho or of the United States of America.
- No furniture may be removed from or added to the community center without prior authorization, in writing, from the City of Lewisville.
- Any damages to the building, furniture, or equipment will be immediately reported to the Clerk and will be the financial responsibility of the reserving party. The determination of whether damages have occurred shall be the sole discretion of the City of Lewisville or its representatives.

- All facilities must be vacated by 11:00 PM unless prior arrangements, in writing, are made with the City of Lewisville or its representative.
- Requests for reservations and payment of fees must be made in advance of the rental. Standing reservations shall not be accepted except as designated. If a room is available the time limit may be waived, but the fee must still be paid prior to use.
- Reservations will only be accepted from persons 18 years of age or older.
- Reservations shall not be considered final until all applicable fees have been paid and approval has been granted. Requests are still subject to the cancellation conditions found in the terms of this Notice.
- Refunds will be made only for reservations cancelled at least 48 hours prior to the scheduled use or due to the City's cancellation of the event.
- The City of Lewisville and its representatives shall not provide general supplies, kitchen supplies or event support.
- The maximum occupancy of the building shall not exceed the maximum capacity of 106 people at any one time.
- Violations of these rules may be cause to prohibit future reservations. Those violations shall be determined in the sole discretion of the City of Lewisville or its representatives.

### **COMMUNITY CENTER SPECIFIC CONDITIONS**

- Limited food may be allowed in the meeting space. Foods can be warmed and served out of the kitchen but all food preparation must be completed prior to the time food is brought into the Community Center. Hot foods can be served in the community center but care shall be taken to ensure that the food does not stain or mark any community center floor or walls. Beverages such as coffee, soda, or water are allowed only in appropriate containers.
- Reservations shall be limited to the room or facility expressly reserved and shall not include additional areas. This does not exclude the use of the common area of the building, restrooms, or drinking fountains.
- Any equipment or supplies (excluding the cleaning supplies) located in the Community Center at the beginning of the rental period is not for use with the room reservation unless the renter has been properly trained to use it or the use has been approved, in writing, by the City of Lewisville or its representatives. There may be an additional charge for that use. If there is need for connecting cords or speakers they need to be furnished by the requester. Request must be made in advance. *Be advised that the City may not have all the equipment you may need so you may need to provide your own.*
- The reserving party shall be responsible for all set-up, takedown, and return of tables, chairs, or any other furniture or equipment to the proper location in accordance with the floor plan provided by the City. This needs to be accomplished during the reserved time of the room.
- The chair and table caddy shall not be moved from room to room.
- **No materials or decorations may be tacked, glued, stapled, taped, or adhered or affixed in any manner to walls, doors, or windows.**
- All garbage and recyclable items must be placed in proper receptacles and removed from the building at the conclusion of the reservation period.
- \*Smoking and alcoholic beverages are prohibited in the Community Center and other City properties, and within twenty-five (25) feet of any entrance to the property, as it is a public property.

- If the City determines it is necessary, the reserving party will be issued one key that will provide access to the reserved space. The key can be picked up 1 business day prior to use of the room from the City of Lewisville, its representatives at the community Library, or City Clerk, contact phone number is (208) 390-0829. The key remains the property of the City of Lewisville. At the conclusion of the rental period, the key shall be returned to the City of Lewisville, its representatives at the community Library, or City Clerk. If the key is not returned, a fee of \$200.00 will be assessed to the reserving party. Failure to return the key will prohibit the reserving party from any future rentals of the Community Center. **No** duplicate keys shall be made.
- The reserving party shall be responsible for all taxes on fees that are charged for entrance to events held at the Community Center.
- At the conclusion of the reservation, the reserving party shall contact City of Lewisville, its representatives at the Community Library or City Clerk to check on the building, answer any questions, and to turn in the key to the building. At that time, the representative of the City of Lewisville will determine whether the reserving party has complied with the terms of this agreement and whether any fines, fees, or penalties will be assessed to the reserving party. The City of Lewisville or its representatives will complete the check out list that is attached to this agreement.
- The reserving party acknowledges and agrees that fines, fees, penalties, or other assessments may be incurred for violation of any of the terms of this Agreement. All fines, fees, penalties shall be assessed in the sole discretion of the City of Lewisville or its representatives. The reserving party further agrees that any assessments shall be paid to the City of Lewisville out of the deposit placed with the City of Lewisville. If additional fines, fees, or penalties are assessed and the amount of the deposit is insufficient to cover those assessments, the reserving party agrees to pay the City of Lewisville the amount assessed within (30) days after notice of the amount of the assessment.

**COMMUNITY CENTER RENTAL FEES SCHEDULE** (all fees subject to 6% Idaho Sales Tax)

COMMUNITY YOUTH GROUPS-----\$25.00 A YEAR

Non-Profit Organizations (i.e. Political, Church) ----- \$25.00 A YEAR

(\*\*Any additional meetings by the above groups beyond their monthly meeting may not be scheduled more than 30 days in advance.)

Cleaning and damage deposit ----- \$200.00 (each use)

Resident of the City of Lewisville ---- \$50.00 + tax (this is for one day's use)

Non City Resident ----- \$200.00 + tax (this is for one day's use)

AMOUNT RECEIVED \_\_\_\_\_ RENTAL DATE: \_\_\_\_\_

RECEIVED FROM \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT INFORMATION \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CLEANING OF THE COMMUNITY CENTER SHALL INCLUDE ALL OF THE FOLLOWING AS A MINIMUM:**

PRIOR TO RENTING THE COMMUNITY CENTER VERIFY THE FOLLOWING

\_\_\_\_\_ ALL COMMUNITY CENTER FLOORS SHALL BE SWEEPED AND WET MOPPED.

\_\_\_\_\_ ALL BATHROOM FIXTURES SHALL BE WIPED CLEAN—TOILET, SINKS, AND URINALS.

\_\_\_\_\_ ALL BATHROOM TRASH CANS SHALL BE EMPTIED AND NEW LINER PLACED IN CAN.

\_\_\_\_\_ THE KITCHEN (IF USED) SHALL BE CLEANED. THIS INCLUDES THE STOVES, MICROWAVE, SINKS, AND REFRIGERATOR; NO ITEMS ARE TO BE LEFT IN THE FRIDGE.

\_\_\_\_\_ WINDOWS AND DOORS SHALL BE CLEANED.

\_\_\_\_\_ ALL WALLS AND MOP BOARDS SHALL BE CLEANED.

\_\_\_\_\_ ALL CHAIRS AND TABLES SHALL BE RETURNED TO THEIR STORAGE RACKS OR STORAGE SPACE.

\_\_\_\_\_ ALL TRASH CANS SHALL BE CLEAN AND NEW LINERS PLACED IN THEM.

\_\_\_\_\_ ALL DOORS AND WINDOWS SHALL BE LOCKED WHEN RENTAL PERIOD IS UP.

\_\_\_\_\_ THE OUTSIDE CONCRETE WALKS, GRASS, AND LANDSCAPING SHALL BE FREE OF TRASH AND DEBRIS.

NOTE ANY DAMAGE IN THE SPACE PROVIDED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF CITY OF LEWISVILLE REPRESENTATIVE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SIGNATURE OF RENTER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Contact info:**

City of Lewisville or its representatives at 754-8608  
City Mayor George Judd - (208) 313-8338  
Council Member James Ball - (208) 860-8424  
Council Member Mark Williamson - (208) 754-4540  
Council Member Linda Linsenmann – (208) 716-2479  
Council Member Brigham Briggs – (208) 313-1350  
Clerk/Treasurer - Donetta Fife - (208) 390-0829

**No materials or decorations may be tacked, glued, stapled, taped, or adhered in any manner to walls, doors, or windows.**

**TO BE COMPLETED BY RENTERS WHEN USE PERIOD IS OVER**

CLEANING OF THE COMMUNITY CENTER SHALL INCLUDE ALL OF THE FOLLOWING AS A MINIMUM:

INITIAL WHEN COMPLETED

\_\_\_\_\_ ALL COMMUNITY CENTER FLOORS SHALL BE SWEEPED AND WET MOPPED.

\_\_\_\_\_ ALL BATHROOM FIXTURES SHALL BE WIPED CLEAN—TOILET, SINKS, AND URINALS.

\_\_\_\_\_ ALL BATHROOM TRASH CANS SHALL BE EMPTIED AND NEW LINER PLACED IN CAN.

\_\_\_\_\_ THE KITCHEN (IF USED) SHALL BE CLEANED. THIS INCLUDES THE STOVES, MICROWAVE, SINKS, AND REFRIGERATOR; NO ITEMS ARE TO BE LEFT IN THE FRIDGE.

\_\_\_\_\_ WINDOWS AND DOORS SHALL BE CLEANED.

\_\_\_\_\_ ALL WALLS AND MOP BOARDS SHALL BE CLEANED.

\_\_\_\_\_ ALL CHAIRS AND TABLES SHALL BE RETURNED TO THEIR STORAGE RACKS OR STORAGE SPACE.

\_\_\_\_\_ ALL TRASH CANS SHALL BE CLEAN AND NEW LINERS PLACED IN THEM.

\_\_\_\_\_ ALL DOORS AND WINDOWS SHALL BE LOCKED WHEN RENTAL PERIOD IS UP.

\_\_\_\_\_ THE OUTSIDE CONCRETE WALKS, GRASS, AND LANDSCAPING SHALL BE FREE OF TRASH AND DEBRIS.

\_\_\_\_\_ THE ENTRY TO THE COMMUNITY CENTER SHALL BE SWEEPED, VACUUMED AND MOPPED

**NOTE ANY DAMAGE IN THE SPACE PROVIDED:**

\_\_\_\_\_  
\_\_\_\_\_

**NO TAPE OR TACKS SHALL BE USED ON THE WALLS OR DOORS**

SIGNATURE OF RENTER \_\_\_\_\_ DATE \_\_\_\_\_

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