



Community Room Rental Agreement

522 Broadway, Tribune, KS 67879

This agreement between _____ and First FarmBank defines the terms and conditions for rental of the Community Room.

The following terms and conditions apply to all room rentals:

1. Rental of the conference room will be on a first come, first served basis.
2. Rentals may not be scheduled more than 3 months in advance.
3. The community rooms are set up with tables and chairs. Should Renters require a different setup, the renting party will be responsible for the rental of additional chairs or tables as required. The Renter will be responsible for removal of the rented equipment and the return of the room to its normal condition.
4. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to bank staff immediately. Renter is expected to cover in a timely fashion all repair and replacement costs if any damage to the facility or contents of such occur.
5. The room must be left in proper order with all paper, trash, etc. disposed in trash receptacles. Waste cans should be emptied in the dumpster on the East side of the building, in the alley before leaving. Tables and chairs should be returned to their original position.
6. Smoking is not permitted in the building.
7. The Community Room shall not be used for any fraudulent purpose.
8. It is understood that First FarmBank is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold First FarmBank harmless of any such damages.

Conditions of Use.

Renter's activities during the Rental Period must be compatible with use of the building and activities in areas adjacent to the Rental Space and building. This includes but is not limited to playing music or making any noise at a level that is reasonable under the circumstances. Smoking is not permitted. Alcohol may enter the premises but must adhere to all city, county, state and federal code requirements and laws. The meeting room must be cleaned and returned to First FarmBank in the condition it was prior to rental.

Signs and Decorations.

Signs may not be posted outside of the meeting room except for one sign that may be placed on the front door. Use of glitter, sparkles, rice, birdseed or similar material is not allowed. The use of fire or open flame of any kind, fireworks of any kind, or any toxic or noxious material is strictly prohibited. No penetration of any surface. Only tape made specifically for painted walls may be used. All approved tape or other items used for decorations must be completely removed after the event.

Damages.

Renter is responsible for any loss or damage to the meeting space, adjoining facilities, building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter acknowledges that Renter's liability for loss or damages is not limited to the amount of rent.

Rent.

_____ will rent the Community Room on _____ from _____ (a.m.) (p.m.) to _____ (a.m.) (p.m.) and agrees to pay rental fee of \$_____ per day, totaling \$_____. Payment is due in full by _____.

Building Access.

Renter will not receive a key to the building. First FarmBank will be open the building at the start time mentioned in the rental section above. Event and cleanup must be completed by the end time noted above. If event and cleanup ends early, Renter agrees to stay onsite until First FarmBank staff arrives to lock up building.

Deposit.

Renter agrees to pay a \$_____ deposit payable to First FarmBank due no later than seven calendar days before the rental period begins. If no damage occurs, the full deposit will be returned within 10 business days after the event. First FarmBank reserves the right to return a partial amount within the same timeframe if minor damage or loss is sustained or if additional cleaning of the facility is necessary. If damage, loss, or cleanliness of the facility meets or exceeds the deposit amount, renter will forfeit the entire deposit and be subject to additional charges to return to community room to the state of prior rental.

Reservation of Rights.

First FarmBank reserves the right to cancel agreements for non-payment or for non-compliance with any of the rules, terms and conditions set forth in this agreement.

First FarmBank will not be liable for any failure to perform or damages caused by an act of God, force of nature or other unforeseen event reasonably beyond First FarmBank's control.

Renters Property.

First FarmBank is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the rental period. Renter and Renter's guests as Renter's permitted invitees, RELEASE First FarmBank from any and all liability for loss or damages to such property.

Liability for Guests.

Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the rental period. First FarmBank will not be liable for the safety of Renter's guests.

RENTER AGREES TO IDEMNIFY AND HOLD HARMLESS FIRST FARMBANK FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING RENTAL PERIOD.

PRINT RENTER NAME: _____

SIGN RENTER NAME: _____

SIGN FIRST FARMBANK REPRESENTATIVE: _____

Date: _____