



*City of Carl Junction*  
 303 N. Main, PO Box 447  
 Carl Junction, MO 64834  
 417-649-7237  
 Fax 417-649-6843  
 www.carljunction.org

**CITIZEN RENTAL AGREEMENT (Rev. 03/14)**

Renter Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Rental Time: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Media Center - \$20 per hour, + \$15 application fee, + \$25 refundable cleaning deposit  
 Seats 24-48, Audio/Visual Capable

\_\_\_\_\_ Dining Hall - \$40 per hour, + \$15 application fee, + \$25 refundable cleaning deposit  
 Seats 112, Audio/Visual Capable

\_\_\_\_\_ Expanded Dining Hall - \$50 per hour, +\$15 application fee, + \$25 refundable cleaning deposit  
 Seats 160, Audio/Visual Capable

\_\_\_\_\_ 1/2 Gymnasium - \$50 per hour, + \$15 application fee, + \$25 refundable cleaning deposit  
 Seats 240, Audio/Visual Capable

\_\_\_\_\_ Full Gym - \$100 per hour, + \$15 application fee, \$25 refundable cleaning deposit

\_\_\_\_\_ Warming Kitchen access for any rental is \$25 one-time fee

- If more room is need for your event please ask City Hall for the additional rate.

1. City Hall must be notified fourteen (14) days prior to reservation for a full refund. Notification with seven (7) days will result in forfeiture of Security Fee. No refund will be given if cancelled within 5 days of the event.
2. Please take a copy of this permit with you on date of reservation.
3. Bands or concerts must have prior approval of City Hall.
4. Alcohol, smoking and gambling events are not permitted anywhere in the building.
5. Trash is to be picked up and disposed of in dumpsters prior to leaving the building. Trash container/plastic bag, mop, broom and dust pan will be made available. Renting party will be responsible for placing trash in the outside dumpster located at the rear of the building.
6. Reserving a room does not grant an exclusive use of any other areas of the building.

**\*Mission Statement\***

**The City of Carl Junction will represent our citizens, provide high level services, and plan for the future of our community.**

7. Any signs posted by the users on or around the Community Center must be removed when leaving the pavilion. Do not attach anything to the walls.
8. If you have reserved an area of the community and it is occupied by others that refuse to leave, please notify the front desk or call the Carl Junction Police Department, 649-7010.
9. Payment of fee is to be made when reserving the selected room.
10. Security fee is a one-time fee for any rental.
11. Portions of the building may not be available until after 2:30pm on weekdays
12. Some events may require that the renter have liability insurance to cover the event. Please check with City Hall prior to your event. A "Hold Harmless Agreement" will need to be signed for any event.
13. The main kitchen is not available for rent and access is restricted to this area.
14. Piano and Shuffleboard table in Dining Hall are not to be moved or used.

**HOLD HARMLESS AGREEMENT**

1. To the fullest extent permitted by law, \_\_\_\_\_ agrees to indemnify, defend and hold harmless the City of Carl Junction, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys; fees, court costs, or alternative dispute resolution costs arising out of, or related to \_\_\_\_\_ use of City's facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of \_\_\_\_\_, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the \_\_\_\_\_ or anyone for whose acts the \_\_\_\_\_ may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.
2. The \_\_\_\_\_ shall purchase and maintain the following insurance: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence bases.
3. All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
4. Prior to activities commencing the shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.

No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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