

FIRTH COMMUNITY CENTER  
RENTAL AGREEMENT  
Village of Firth, PO Box 38, Firth, NE 68358  
villageoffirth@windstream.net  
402-791-5544

\_\_\_\_\_  
Reservation Date

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address (street, city, state, zip)

\_\_\_\_\_  
Contact phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Event type: Business, family reunion, wedding, etc.

\_\_\_\_\_  
Approximate attendance

\_\_\_\_\_  
Approximate event time (morning, afternoon, evening, all day)

\_\_\_\_\_  
Approximate length of event (include set up and clean up time)

\_\_\_\_\_  
\$200.00 deposit \_\_\_\_\_

\*\*\*\*\*

- A \$200.00 deposit will be required at the time the key is picked up. I agree to pay the current fee for rental at the time of this event.
- All cancellations must be made at least a week in advance of the event date or rental fee will be required.

HOLD HARMLESS CLAUSE: The organization/group above and the individual(s) signing on behalf of such organization/group do each personally contract to hold the Firth Community Center and the Village of Firth harmless from any claims or demands against the Village of Firth and/or the Community Center arising out of the use of the building by the organization/group, or by any persons upon the premises by reason of the activity of or by invitation of such organization/group. The undersigned do covenant to repay and reimburse the Village of Firth, NE for any legal expense incurred by the Village of Firth, NE in defending such claim.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***\*\*Please return completed form to address above\*\****

## GUIDELINES CONCERNING USE OF THE FIRTH COMMUNITY CENTER

*The Firth Community Center is a very functional facility with a pleasant atmosphere. The Community Center features a full kitchen with a double oven, large refrigerator, and microwave. There is a serving window with ample counter space and outlets. The Center can seat 90 at tables. The whole center is handicapped accessible and has ample parking. The proximity to the Firth Park is a bonus.*

1. Rental Fees  
\$40 for 4 hours or less (includes set up and clean up)  
\$75 for over 4 hours (includes set up and clean up)  
\$40 fee if you wish to set up the evening before an event.
2. A \$200 deposit is required to reserve the Community Center. If no damage is found after use, the deposit check will be shredded. (If you would like your deposit check returned, please supply a self-addressed, stamped envelope.)
3. The key is for the north side door. The glass front doors must be unlocked from inside. The front door key is hanging to the right of the doors – please make sure the front door key is replaced after use.

*We request that you make payment by check made payable to: **Village of Firth***

### **NO SMOKING, ALCOHOL, OR BURNING CANDLES ARE ALLOWED IN THE COMMUNITY CENTER.**

Each user is required to clean the building to restore it to the condition it was in when the user originally occupied it.

- The vacuum cleaner, broom and dustpan, mop, are in the Janitors Closet next to the north entrance of the building. Please vacuum carpet and sweep tile floors after each use. If mopping is necessary please use only hot water.
- Leave three (3) rows of tables set up with three (3) tables in each row. There should be nine (9) chairs on each side of the rows. There are extra tables in the storeroom in the northwest corner of the meeting room. If you use them please put them away when you are done. Extra chairs should be stored on the chair rack.
- Large garbage cans are provided and are stored in the Janitors Closet. All garbage cans (restrooms, kitchen, and Janitors Closet) are to be emptied after each rental use. There are can liners under the serving counter in the kitchen. Dispose of all garbage in the dumpster behind the building. (Return large garbage cans to Janitors Closet.)
- Wipe off all tables, counters (and chairs if needed.) Wipe out the microwave and make sure any racks removed from ovens are replaced. Soiled towels and dish cloths may be left in the basket under the kitchen sink.
- Due to COVID renters are required to clean restrooms. Cleaning supplies are under the kitchen counter. Wipe down all surfaces with disinfectant wipes. Clean toilets with comet. Clean mirrors and facets with Sprayway cleaner.
- Clean glass front doors with Sprayway cleaner
- Turn off all lights (except foyer and front outdoor lights.) Lock all outside doors before leaving.
- Make sure outside grounds are free of garbage and litter.
- Please observe current local directed health measures during COVID

Report any irregularities or problems to Jill Hoefler @ 402-560-5767.

Please leave key and payment in the village bill-drop box located outside the Community Center front doors.

*Revised 1/2022*