

CITY OF FAIRFIELD FACILITY RENTERS AGREEMENT

As a renter of the Conference Center, Civic Center, Ike Carden Pavilion, Sandlot Fields 1 & 2, or Rodeo Arena/ RV Camper sites, (please circle one/or all)

I _____ agree to the following terms and conditions;

General Terms and Fees

- Reservations with deposit are required and can be made one (1) year in advance.***
- No firearms or weapons allowed on City Property.
- Building rental hours are Monday thru Sunday from 8:00 am until 10:00 pm, unless other arrangements are made. Entrance in to building prior too 8:00 am, you acknowledge you are waving the option to have building clean from any prior event.
- Rodeo Arena rental hours are Monday through Sunday from 6:00 am until midnight, unless other arrangements are made.
- Rental fees and deposits are on the attached schedule.
- No animals allowed in buildings except ADA compliant.
- No alcoholic beverages are allowed on the property by City Ordinance, Chapter 3, Section, 3-2.
- All enclosed buildings are non-smoking areas.

Main Assembly Area- Conference Center and/or Civic Center

- Insure bathrooms are left clean and towels have been disposed of properly. Toilet tissue only shall be placed in the commodes.
- Dispose of trash in the receptacles provided and remove trash bags to the dumpsters provided on the property, at or near buildings.
- Clean tabletops and chair seats.
- Replace chairs and tables back in their holding caddies.
- Remove paper and debris from the floor and clean up large food and beverage spills.
- Turn off lights, appliances (except refrigerator) and lock doors upon leaving.
- Take all your personal property with you.
- Report any breakage to furniture, property or fixtures promptly.
- No thumbtacks, nails, sticky notes, staples or any form of wall attachments of any kind to any walls in the buildings.
- No chairs or tables on hardwood floors without rubber tips on legs.
- No chairs or tables allowed outside of building.
- There shall be no apparatus or frames or other display items on hardwood floors that could cause scratches or destruction to hardwood floors without adequate protection.
- In the Civic Center, the east white wall is a projection screen wall, please do not touch or mar in any way.
- Arrangements need to be made in advance for any special heating and cooling needs. Do not touch the thermostats.

Kitchen Area – Conference Center and/or Civic Center

- No cooking of any kind in Civic Center. All food must be prepared and brought with you.
- No pots, pans, dishes and utensils are provided.
- Take all bagged garbage to the dumpsters provided.
- Clean floors of debris and clean up large food and beverage spills.
- Clean sinks and food preparation tables.
- Please do not set hot vessels on any counter surfaces.

Rodeo Arena/ RV Camper Sites/Ike Carden Pavilion/Sandlot Fields 1 & 2

- Rental fees are on attached schedule.
- If the lights are unlocked for your event; it is your responsibility to turn off the lights and lock the electrical box upon leaving the premise for the night.
- Trash receptacles are provided and all trash must be in receptacles to insure deposit refunded.
- RV Camper sites (20) with water and electricity only are available for an additional charge, see attached schedule of fees.
- Insure bathrooms are left clean and towels have been disposed of properly. Toilet tissue only shall be placed in the commodes.

Your deposit and future use of the facility may be withheld if the inspection reveals a discrepancy to the terms of this renter's agreement.

Name:(Print) _____

Address: _____

Phone Number: _____

DL Number: _____

Dates Reserved: _____

FEES PAID

Rental Fees: _____

*Deposit Fees: _____

*** Please Note Reservation Cancellation Policy

Total Paid: \$ _____

Upon signing this agreement, applicant acknowledges and agrees to the above rules, terms and conditions.

Signature

Date

**CITY OF FAIRFIELD
SCHEDULE OF RENTAL FEES**

CONFERENCE CENTER

\$150.00 Daily
\$ 25.00 Hourly (Monday thru Thursday Only)
\$150.00 *Deposit (key/damage)

CIVIC CENTER

\$300.00 Daily
\$ 50.00 Hourly (Monday thru Thursday Only)
\$300.00 *Deposit (key/damage)

RODEO ARENA

\$150.00 Daily
\$ 25.00 Water
\$ 25.00 Lights
\$150.00 *Deposit (key/damage)

IKE CARDEN PAVILLON

\$300.00 *Deposit

SANDLOTS 1 & 2

\$ 75.00 Daily, per field
\$ 50.00 Concession Stand
\$ 50.00 Electricity
\$225.00 Both Sandlots 1 & 2, Concession & Electricity
\$200.00 *Deposit (key/damage)

RV CAMPER SITES ONLY

\$ 25.00 Daily

*****Reservation Cancellation Policy: City Hall must be notified one week (7 days) in advance to receive a full refund of their deposit. Less than one week notice, customer will forfeit half of their deposit.**

Any and all additional damage costs incurred will be the responsibility of the renters.

Upon signing this fee schedule, applicant acknowledges and agrees to the above rules, terms, renter's fees and conditions.

*Deposit return takes 5-10 business days to verify facility and process check.

Signature

Date

(City Hall Use Only)

Inspectors Checklist:

1. _____ Lights off and doors locked.
2. _____ Bathrooms clean.
3. _____ Tables and chairs clean, counted and returned to caddy.
4. _____ Floors void of paper, debris and large spills.
5. _____ Sink and counters clean.
6. _____ Trash removed.
7. _____ Inventory: Mop, mop bucket, broom, and dust pan.

Inspectors Report:

[illegible]

Inspector: _____
Signature _____

Date: _____

****Attach to work order for Parks Department Completion**