

**CITY OF CUT BANK  
JOE MEAGHER MEMORIAL CIVIC CENTER  
BUILDING RENTAL AGREEMENT**

**USER FEE**

1 HOUR	\$35.00	2-4 HOURS	\$70.00
1 <sup>ST</sup> DAY	\$300.00*	2 <sup>ND</sup> AND 3 <sup>RD</sup> DAY	\$100.00/DAY

\*IF USER CAN PROVIDE A UTILITY BILL WITH A LOCAL ADDRESS THEY ARE ELIGIBLE FOR A \$100.00 DISCOUNT ON THE 1<sup>ST</sup> DAY RENTAL FEE.

**ORGANIZATIONS SUCH AS AMERICAN RED CROSS AND TOYS FOR TOTS CAN REQUEST A REDUCTION OF FEES UPON APPROVAL OF THE CITY OF CUT BANK RECREATION DIRECTOR AND/OR THE PARK BOARD. THOSE ORGANIZATIONS REQUESTING A REDUCED FEE MAY BE CHARGED A \$100.00 SUPPLY FEE DEPENDING ON THE LENGTH OF THE EVENT AND/OR THE AMOUNT OF PERSONS IN ATTENDANCE.**

If alcohol is served in the Civic Center, it is **MANDATORY** someone of legal drinking age and associated with the individual(s)/group sponsoring the vent or function supervise the distribution of alcohol at all times. Additionally, the Renter must make arrangements to have law enforcement present at all times during the Renters' event or function. This may be accomplished by having a City of Cut Bank Reserve Police Officer or Active Police Officer present at all times when alcoholic beverages are available. This requirement is **MANDATORY**. The Renter must also provide a copy of liability insurance prior to the event or function. The City of Cut Bank must be named as the insured on the policy.

The hot tub/locker areas shall be locked and not accessible to the public during any event where alcohol is being used in the Civic Center Building. If the locker areas are requested for use, the hot tubs shall be drained and not used, unless proof of insurance can be provided prior to the scheduled event, or unless officers on duty patrol the above mentioned areas. At no time will alcohol be allowed in the areas listed above.

**OPTIONAL USER FEES**

<b>KITCHEN USE</b>	<b>\$25.00</b>
<b>BIG STAGE USE – set up and take down</b>	<b>\$60.00</b>
<b>TABLES – set up and take down</b>	<b>\$75.00</b>
<b>PUBLIC ADDRESS SYSTEM &amp; MICROPHONE USE (deposit req'd)</b>	<b>\$100.00</b>

The deposit will be refunded when the microphone is returned in the same condition it was received. If damage is done, the deposit will be kept for repairs or replacement. Please make the deposit payment separate from the room rental payment.

**SPECIAL PHONE USE DEPOSIT** **\$25.00**

This deposit will be refunded after verification that no damage was done to the phone equipment, and the responsible party has paid for any and all long distance calls made while using the system.

\*\*\*\*Please indicate if phone use is required.

## **BUILDING ACCESS TIMES**

Renters/Users shall be allowed access to the building after 9:00 pm the night before the event at no extra charge. If access is required before 9:00 pm the day before the event, the following charges will apply:

5:00pm – 9:00pm      \$50.00      9:00am – 4:59pm      \$100.00  
\$100.00 per day for any additional days required

## **CLEANING REQUIREMENTS**

Cleaning deposit required      \$200.00 Big Room      \$50.00 Kitchen

Please make your deposit check separate from usage fee.

It shall be understood that the following cleaning items shall be completed after the event for which the center was used and shall be the responsibility of the renter/user. **The Civic Center shall provide cleaning equipment and supplies.**

1. Tables and chairs must be cleaned and stacked (table side down) in the proper storage areas.
2. The floors (lobby, bathrooms and multi-purpose room) shall be dust mopped AND wet mopped.
3. ALL trash gathered, bagged, and placed outside in the proper dumpsters provided by the City of Cut Bank. Liners then replaced.
4. If the kitchen is used, all dishes and utensils shall be washed and placed back in their original storage place. The kitchen floors shall be swept and wet mopped. If appliances are used they are to be cleaned inside and outside.
5. All fastening devices such as scotch tape, etc. shall be removed from the walls, ceilings and floors.

## **DAMAGE TO THE FACILITY**

All damages done to the facility and/or facility fixtures resulting from the event for which the building was used shall be the responsibility of the organization or individual renting the building. **Repairs for the damages will be billed to the renter/user.**

## **OTHER CONDITIONS**

Unless otherwise petitioned, normal operation of the racquetball courts, weight room and cardio room shall be allowed during your event.

Any property left in the building for more than two (2) days will be charged a storage fee of \$10.00/day.

No automobiles or machinery shall be allowed in the building unless approved by the City Recreation Director and/or the City Superintendent.

The City of Cut Bank shall not be responsible for personal injury, theft or damage to private property on the facility or facility grounds (including parking lot) before, during or after the event connected with this agreement.

**CITY OF CUT BANK  
JOE MEAGHER MEMORIAL CIVIC CENTER  
BUILDING RENTAL AGREEMENT**

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Date/s of Rental Agreement:

\_\_\_\_\_

Time of use:

\_\_\_\_\_

Organization or Company Name:

\_\_\_\_\_

I agree that this contract has been reviewed with me by the manager (City of Cut Bank Recreation Director) of the Joe Meagher Memorial Civic Center. I agree with all the terms and conditions of the contract.

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Civic Center Manager

\_\_\_\_\_

Date

**RENTAL PAYMENT IS DUE ON OR BEFORE THE DAY OF THE EVENT.  
ANY LIABILITY INSURANCE MUST BE SHOWN TO AND FOUND  
ACCEPTABLE BY THE CITY SUPERINTENDENT PRIOR TO THE DAY OF  
THE EVENT.**

City of Cut Bank  
221 East Main  
Cut Bank, MT 59427  
Phone: (406) 873-5526  
Fax: (406) 873-2455

Joe Meagher Memorial Civic Center  
800 East Railroad  
Cut Bank, MT 59427  
(406) 873-5581