

**CITY OF RUGBY  
REQUEST FOR USE OF RUGBY MEMORIAL ARMORY  
RENTAL AGREEMENT**

Name of Organization \_\_\_\_\_

Person Responsible \_\_\_\_\_

Address & Phone Numbers of Person Responsible \_\_\_\_\_

\_\_\_\_\_

Premises to be used (include which rooms) \_\_\_\_\_

Intended use \_\_\_\_\_

Equipment or other set up needed (specify) \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Time(s) of event \_\_\_\_\_

Set up date \_\_\_\_\_ Set up time \_\_\_\_\_

Removal date \_\_\_\_\_ Removal time \_\_\_\_\_

1. The daily rental fee for the first day will be \$180 or \$475 based on the event; Daily fee of \$180.00 for each of the second (2) and third (3) days and \$100 per day for each day after that. No discount for use of only one partial day.

2. If use is for two or more days, there will be a timeline of one-half day to set up for the event, and one-half day for removal from the event. These two half -days are to be free of charge if the following occurs:

a. If there are no previously scheduled events taking place on the day before, or the day after, the use of the facility is requested.

b. If the rental period ends on a Saturday, then Sunday would be the day to remove all items, or if the renter wants to leave their items there on Sunday, that would be considered a rented day of \$180.00.

3. If there is a previously scheduled event the day before or the day after the requested rental days, the renter would have to adjust their own schedule of moving in or out to allow for those days. There would be no daily discount for having to set up and remove the same day as business was transacted due to scheduling conflicts of the day before or after one's requested days of use.

4. The renter is expected to do a general cleaning of the main armory floor and/or kitchen (if used) and surrounding outdoor area that they have used. **Failure to clean the kitchen, if used, will result in a \$200 cleaning fee.** All tables, chairs, booths, merchandise and other items used for the event are to be removed or put on armory supplied carts. Users must clean up after their event.

5. If carpet tiles are required (determined by City Hall, based on event), users must vacuum the tiles after their event. Users must provide their own vacuums. At the time of signing this contract, you the renter, is agreeing to clean the carpet tiles if they are necessary for your event. If you wish to hire someone else to vacuum the carpet tiles, you are responsible for the fee they charge, not the City of Rugby. **Failure to vacuum the carpet tiles will result in an additional charge of \$400.** Should carpet tile(s) become stained or damaged, beyond typical use, the City has the discretion to charge the renter for the costs to clean or replace the tiles(s). The City of Rugby will be responsible for lying down and picking up the tiles.

6. The renter shall submit proof of event liability insurance, prior to their event, when alcoholic beverages will be served. The liability insurance requirement shall be \$1,000,000 per occurrence and \$2,000,000 aggregate limit, with a reputable insurance company.

**Fees:**

\$180.00 per day – gym without carpet tile  
 \$475.00 per day with carpet tile (determined by City Hall)  
 \$100 per event – kitchen

*\*Gym Deposit of \$100 is required at time of reserving the gym. This amount will be applied to the rental fee and is non-refundable.*

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 INDEMNIFICATION AGREEMENT**

I understand that I, the undersigned, or the group or organization that I represent will be responsible for any costs incurred by the City of Rugby as a result of any damage to the building or property.

\_\_\_\_\_ agrees to defend, indemnify, and hold harmless  
 (user's name)

the City of Rugby, its officers, agents, and employees from any and all claims, demands, suits, actions, losses, costs or expenses, including attorney's fees arising in whole or part out of the negligent acts, errors, or omissions, of the  
 \_\_\_\_\_, its agents, or invitees.

(user's name)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

.....  
**For Office Use Only:**

Carpet Tiles            yes or no  
 Temp Elect. Panel    yes or no  
 Alcohol Service        yes or no  
 Special Event Permit    yes or no

Total Fee: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Deposit Amt: \_\_\_\_\_  
 Deposit Date \_\_\_\_\_  
 Date Event Liability Received: \_\_\_\_\_  
 Cleaning Fee: \_\_\_\_\_

Cleaning Fee Assessed            yes or no