



TOWN OF SILT MUNICIPAL BUILDING RENTAL FORM  
 Office: 970-876-2353 / After Hours: 970-625-8095 Dispatch

Renter/User (please print name): \_\_\_\_\_

Date(s) time for use: \_\_\_\_\_ 20 \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Purpose (include organization and/or party): \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

RENTAL POLICY: Reservations accepted no earlier than 30 days in advance. NO YEARLY SCHEDULING ALLOWED.

**Town Center**

**Town Chambers**

| Rental Hours | Non-Profit Hourly Rate / Deposit<br><i>*Must provide 501c3 status*</i> | Hourly Rental Rate / Deposit      |
|--------------|--|-----------------------------------|
| 8am - 4pm    | \$ 20.00 per hour / \$100 Deposit                                      | \$ 25.00 per hour / \$200 Deposit |
| 4pm - 10pm   | \$ 25.00 per hour / \$100 Deposit                                      | \$ 35.00 per hour / \$200 Deposit |

DEPOSITS: At the time the reservation is booked, please submit a separate check or cash for the required cleaning / damage deposit of \$100.00 for non-profits, and \$200.00 for all other. After inspection for cleanliness, damage, and the return of the keys, a refund of the deposit will occur. If a check is returned for insufficient funds, a returned check fee will be billed and the check will be sent for collection, and your privilege to rent a Town of Silt Rental Building will be denied.

PAYMENT POLICY: Full payment, in the form of a separate check or cash, is due at the same time as the reservation. Any check returned as insufficient funds will be assessed a fee and the check will be sent for collection, and your deposit will be forfeited, and any Town of Silt Rental Building will no longer be allowed for you to rent.

CANCELTION: A 48-hour notification is required if you wish to cancel your event, failure to notify the Town will result in your deposit forfeited.

I understand that by signing below, I commit to adhere to the rules listed below, and to all applicable Municipal and State laws during my scheduled time of any Town of Silt Rental Building. I understand that I will be responsible for any violations of these rules. Any violation will result in the immediate termination of my lease, forfeiture of my deposit, and my right to rent any Town of Silt Rental Building in the future.

I further understand that by signing below, I commit myself and/or my organization to cleaning up of any Town of Silt Rental Building to its original condition. This cleanup includes the entire interior of the building, and, if applicable, clean the lawn and parking lot area, and if not cleaned, I understand that I will forfeit my deposit.

Rules for Rental:

1. **It is prohibited to consume any alcoholic beverage at any Town of Silt Rental Building, which includes the exterior and the parking areas.**
2. No beverages which contain dye are allowed (i.e., Kool-Aid, etc.), as it stains the floors.
3. No Smoking allowed inside the building, and you must be at least fifteen feet from all entrances.
4. As per fire code, no more than 25 persons in the Town of Silt Chambers and 93 people in The Town Center.
5. Applicant will not use or keep any substance or material in or about any Town of Silt Rental Building which may present a hazard or risk to the premises.
6. Any personal property of any kind or description whatsoever in any Town of Silt Rental Building shall be the applicant's sole responsibility and the Town shall not be held liable for any damage done to or responsible for any loss of such personal property, or for damage or loss suffered by the business or occupation of the applicant.
7. Signs, notices, advertisements, artwork, posters, or other inscriptions shall not be nailed, tacked, or stapled to the interior or exterior walls of the building. PLEASE USE TAPE. Applicant shall not mark upon, paint signs or murals upon, cut, drill into or in any way deface the walls, ceilings, partitions or floors of the building. The applicant shall pay for any defacement, damage, or injury caused by the applicant, its agents or employees or guests.
8. No animals of any kind shall be allowed in any Town of Silt Rental Building, except for service dogs, unless written consent of the Town shall first have been obtained.
9. The applicant shall clean the premises immediately following the use of any Town of Silt Rental Building. The applicant will supply all cleaning materials needed to complete the cleaning checklist tasks. The applicant shall remove any signs or decorations, return all furnishings and equipment to their original location, and see that all windows are closed and doors are locked.

**DO NOT PUT TRASH IN LIBRARY DUMPSTER USE CAN BEHIND BUILDING!**

10. The Town shall provide the applicant with a key to the Town of Silt Rental Building 24 hours prior to the scheduled reservation, or otherwise insure access to the building. Applicant may not access the building until the time and date of applicant's event. Key duplication is prohibited: All keys shall immediately be returned to the Town at termination of the rental period and before the deposit is refunded. Please notify the Town immediately if a key is lost. The Town of Silt retains the right to collect for any damages or loss of keys.

**The Silt Police Department may conduct random security checks at events held at any Town of Silt Rental Building. The officers will be checking to ensure that all rules and procedures are being observed, including adherence to building capacity, and that there is no possession of alcohol or tobacco in the building or exterior areas. Any violation of these rules will result in a citation from the Silt Police Department with a resulting fine of up to \$1000.00 per violation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date