

ROTARY CLUB OF LIBERTY MISSOURI FOUNDATION  
100 West Franklin Street Liberty, Missouri 64068

## Rotary Plaza Rental Agreement

Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Expected Attendance: \_\_\_\_\_  
Group Activity: \_\_\_\_\_  
Will Alcohol be served: \_\_\_\_\_

1. **Plaza Use Rental Agreement:** The individual signing the agreement (herein "Renter") is also the person responsible for the actions of individuals or the group and any ramifications or damages as a result. *The Rotary Club of Liberty Missouri Foundation (herein "Foundation") may require Renter to provide proof of liability insurance and/or off-duty security at the expense of the rental group. This decision may be made at any time and failure to provide the requested items will void the agreement.*

2. **It is mutually agreed as follows:** Foundation grants permission to use Rotary Plaza (herein "Plaza"); including the kitchen, restroom, covered terrace, table, and chairs, on the dates and at the times specified below:

Fee:

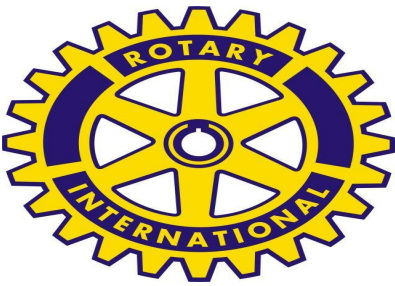
Day: \_\_\_\_\_ Date: \_\_\_\_\_ From: \_\_\_\_:\_\_\_\_ am/pm To: \_\_\_\_:\_\_\_\_ am/pm, \$ \_\_\_\_\_

Refundable Damage/Cleaning Deposit: \$ \_\_\_\_\_

Total Amount Paid: \$ \_\_\_\_\_

3. **Code of Conduct:** Foundation provides Plaza as a positive, community based environment for the benefit of all Liberty citizens and visitors. All facility users are expected to conduct themselves in a manner conducive to that of ladies and gentlemen. All rental patrons and their guests are expected to adhere to the "**Rules Governing the Use of Rotary Plaza**" attached hereto and incorporated herein. Facility Renter will be held responsible for the actions of all guests. The Foundation reserves the right to cancel any event, should these rules be broken.

4. **Reservations:** Reservations are taken on a first come, first served basis. The balance due, damage deposit, and completed agreement will be required to secure a rental date. Foundation reserves the right to decline any reservation request.



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5. **Damage/Cleaning Deposit:** A one hundred dollar (\$100) refundable damage/cleaning deposit is required for each Plaza rental. (Checks only) The fee will be returned within seven (7) business days after the event provided Plaza and facilities rented are left damage-free and cleaned. Renter agrees that if the premises are damaged by the act, default, or negligence of the renter, guest, or any person admitted to the premises by the renter or renter's agent, the deposit will first be used to pay for the damages and if damages exceed the deposit amount, renter shall pay Foundation upon demand such sum as shall be necessary to restore said premises to their original condition, ordinary wear and tear excepted.

6. **Payment Schedule:** Payment in full and the damage deposit must be received at signing of the agreement. Refunds will be made only if prior written notification is received:

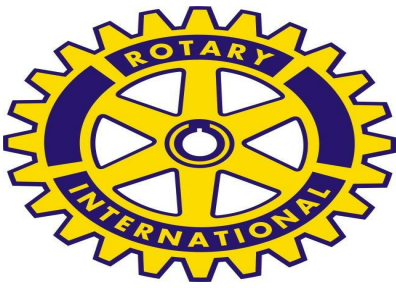
(7-8) weeks notification	75% refund
(5-6) weeks notification	50% refund
(3-4) weeks notification	25% refund
(0-2) weeks notification	NO refunds will be issued

7. **Use of Rotary Plaza Space:** Event preparation by renter at Plaza and delivery of freight or other properties shall take place only upon the dates and times specified in this agreement. Renter will be permitted to store items in the kitchen facility and service area on the days and at the times covered by this agreement. Plaza hours are from 6:00 a.m. until 10:00 p.m. unless other times are arranged in advance and approved by the Plaza Manager. Renter shall vacate Plaza no later than the time specified in paragraph 2 above, unless other arrangements are made prior to rental.

8. **Cleaning:** Renter shall be responsible for entire cleanup of all facilities and shall leave facilities in same or better state of cleanliness as when first entered, ordinary wear and tear excluded. Renter shall not use any Plaza janitorial supplies except with approval of the Plaza Manager. Renter shall pay Foundation for any janitorial charges incurred by the club to return the facilities to normal state of cleanliness. Foundation will be responsible for removal of all trash, if properly contained in trash bags and deposited in the service area.

9. **Indemnity:** Renter agrees to defend and indemnify the Foundation, its officers and directors from all claims of every kind including all cost of defense arising out of, acts or omissions of Renter, or Renter's members, guests or invitees resulting from Renter's use of the facilities. Renter accepts the building, equipment, and Plaza in "as is" condition.

10. **Discrimination:** Renter agrees that, during the use of this facility Renter will not discriminate against anyone on the basis of age, disability, race, religion, gender, sexual orientation, or national origin.



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11. **Compliance with Laws and Regulations:** Renter shall be responsible for proper conduct of any and all persons attending event. Renter shall comply with all laws, ordinances and regulations adopted or established by federal, state, or local government agencies, including but not limited to Chapter 22A of the Liberty, Missouri ordinances. Renter agrees to all conditions of this agreement with Foundation.

12. **Liberty Rotary Foundation Privileges:** Foundation reserves the right to cancel or revoke this agreement at its discretion. The Rotary Club of Liberty Missouri Foundation's liability is limited to refund of rental fee only.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Renter or Representative)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Foundation: Plaza Manager)

### Rotary Club of Liberty Missouri Foundation:

**Plaza Manager: Pat Knauss**

Mailing Address: 15 West Franklin Street Liberty, Missouri 64068

Telephone: (660) 200-5106 or (816)781-2100

E-mail: plknauss@gmail.com

### Rotary Plaza Rental Fees (effective August 1, 2015)

-Rental fee includes use of the entire Plaza: kitchen, restroom, covered terrace, tables, & chairs:

\$ 50.00 / hour (4 hour minimum) = \$ 200.00

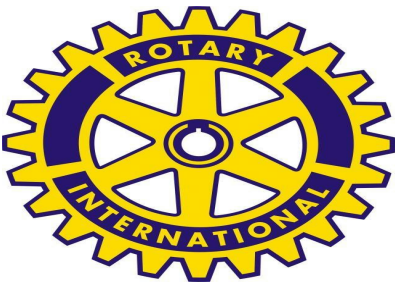
\$ 40.00 / hour (each additional hour)

-Rental fee for non-profit or local service organization using Plaza for meetings:

\$ 25.00 / hour (no minimum):

-Rental fee for off-site use of chairs and/or tables:

\$1.00 / day / Chair, \$ 5.00 / day / Round Table, \$ 6.00 / day Short Table, \$7.00 / day / Long Table



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### Rules Governing the Use of Rotary Plaza

To assure that the Plaza remains a positive asset to the City of Liberty for the enjoyment of its citizens and guests at reasonable costs, and to avoid public nuisances and unreasonable operational and maintenance expenses, the following rules are incorporated herein by reference into all rental agreements for the use of the property, and shall be a fundamental condition of any and all uses of the Rotary Plaza:

1. No drugs, weapons, firearms, or fireworks are permitted under any circumstances. Alcohol may only be served if Renter has complied with applicable City of Liberty ordinances.
2. No abusive, loud, profane, or vulgar language is permitted.
3. No rowdy, boisterous, or destructive behavior nor any conduct unbecoming of ladies and gentlemen shall be permitted.
4. No damage, injury, or defacement to the premises, its furnishings, fixtures, or equipment on the site shall be permitted. No nails, screws, bolts, hooks, or other anchoring devices may be installed into or on any of the Plaza's facilities unless approved in writing by the Plaza Manager in advance.
5. The use of an electronically amplified sound system must be approved in writing by the Plaza Manager in advance. No voice, music, or other sound effects shall be electronically amplified at such volume as to constitute a disturbance to the neighbors, Non amplified voice and musical instrument performances are permissible.
6. No advertisement is permitted except those signs announcing events, which shall be restricted to those approved in advance by the Plaza Manager. Such approval applies to times and dates of posting, locations, size, construction, text, and configuration.