



# Community Center Rental Agreement

City of Cold Spring Administration  
5694 E. Alexandria Pike  
Cold Spring, KY 41076  
Phone: (859) 441-9604  
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[www.coldspringky.gov](http://www.coldspringky.gov)

This Application form and rental fee must be provided to the City to guarantee your reservation—any reservation without this application and rental fee paid is subject to cancellation without notice.

APPLICANT INFORMATION	
Individual or Organization: _____	
CONTACT INFORMATION	
Primary Contact Person: _____	
Mailing Address: _____	
City: _____	State: _____ Zip: _____
Phone Number(s): _____	
Email Address: _____	
<i>If the primary contact person will not be attending the event, please list a secondary contact:</i>	
Contact Name: _____	
Contact Number: _____	
EVENT INFORMATION	
Event Description: _____	Estimated Attendance: _____
Event Date: _____	Event Time: _____
Setup Time: _____	Completion Time: _____
Space(s) Requested: _____	
Kitchen Requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alcohol to be Served:	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Reservation Policies

## General:

- All rentals will be determined on a first come first serve basis, with priority given to Cold Spring residents, either through advance booking times and/or other processes at the discretion of the City.
- All renter(s) must be twenty-one (21) years of age or older and provide a valid I.D.
- All rentals of either meeting room and/or gym must have a contract signed by renter and city representative.
- To be considered “booked,” a signed contract and deposit must be received.
- No alcohol is permitted on site, except for what has been agreed upon for in the Rental Agreement for events.
- All children must be accompanied by an adult while in the facilities.
- The walking track will be closed to the public when the gym is rented for a private social event.
- All guests/attendees must stay in the designated area that was rented by the renter.
- Facility must be cleaned up completely. This includes (but is not limited to) sweeping, emptying trash cans, and taking waste to the dumpster. Failure to properly clean the facility may result in additional charges to the contract and loss of future rental privileges. Failure to clean facility will result in the city having to clean at rate of \$50/hour per man.
- If serving food or alcohol, insurance information must be completed along with full payment to the City no less than seven (7) days prior to the event. The renter fully understands that failure to provide these items at least seven (7) days in advance of the event may result in loss of use of the facility requested.
- Rental deposits shall be refunded provided cancellation is received by the City no later than forty-eight (48) hours prior the start of any rental.
- Smoking is not permitted on the premises.
- The use of bubbles, silly string, glitter, confetti, etc. is prohibited from use inside of the facilities.
- All candles must be contained within a glass or metal enclosure.
- Parking is permitted in the designated parking spots only.
- Access will only be granted to the room(s) listed on the rental agreement.
- Renters may enter building one (1) hour before event start time to set-up. Renters will also have one (1) hour after event end time to cleanup. If more time is desired for set-up, additional hours can be added on for a fee and if the schedule allows.
- Facility closes at 12:00 a.m., all events must end at 11:00 p.m. to allow for the one hour clean up.
- Failure to abide by facility rules and regulations may result in immediate closure of the facility and forfeiture of paid fees.

## Walking Track:

- Walking track hours of operation will be from 8 a.m. until 8 p.m. Sunday through Saturday.
- Walking track will be closed during private event rentals.
- The City reserves the right to close track without notice during inclement weather.
- Athletic shoes must be worn.
- All children must be accompanied by an adult.

## Multipurpose Rooms:

- Multipurpose meeting rooms are available on a scheduled basis.
- Renter is responsible to set-up, tear down, and cleanup of room per rental agreement.
- Rental of room is subject to deposit to be paid at the time of contract signing.

- All tables and chairs will be provided by the facility.
- No nails, staples, tacks, or tape may be used on the walls.
- All guests must stay within rented room.
- Multipurpose rooms are subject to rental rate and deposits.

### **Sporting Events:**

- Courts can be rented for basketball and volleyball uses, subject to rental rate and insurance coverage.
- Gym shoes must be worn.
- Basketballs and volleyballs will be available to sign-out during open gym sessions.
- No hanging from basketball rims or volleyball net.
- Use of scoreboard is available.

### **Social Events:**

- Social events that wish to take place on the gym floor are permitted if space is available.
- Social events are subject to rental fee and deposit.
- Tables and chairs will be provided by the facility.
- The rental for social events also includes the use of the kitchen area.
  - All equipment (warming oven, sink, counter tops, floor) is the renter's responsibility to clean.
  - If serving food and alcohol, the renter must have one (1) million-dollar event insurance coverage. Must provide policy information no less than seven (7) days prior to the start of the event.
- Types of social gatherings permitted:
  - Birthday parties
  - Fundraisers (for profit and non-profit)
  - Family reunions

### **Weddings:**

- The Community Center may be rented out for weddings, pending availability. Rental fee and deposit will be required.
- When renting the facility for a wedding and/or reception, renter will have access to both meeting rooms, kitchen, and gym area.
  - All equipment (warming oven, sink, counter tops, floor) is the renter's responsibility to clean.
- Facility will provide floor covering for gym floor, table, and chairs.
- Renter will be responsible for all decorations, set-up, tear down and clean up.
  - Candles are permitted if there is a glass/metal enclosure higher than the flame.
  - If an arch/trellis/arbor is desired for an indoor ceremony, the bottom of the support structure must be a flat surface.
- A list of vendors with contact information is requested ten (10) days prior to the start of the event.

### **Insurance/Indemnification:**

**The Renter shall indemnify and hold harmless the City for any and all claims brought as a result of the use of any of the facilities set forth herein. All persons renting must provide proof of coverage in the amount of \$300,000 for the use of the facilities, which can be presented by proof of homeowner's insurance with applicable coverage. Any group or**

**organization may rent upon presentation of insurance in the amount of \$1,000,000. Lastly, should an individual not have homeowner's insurance, a single day policy, with the City of Cold Spring listed as the additional insured, may be presented. Proof of insurance shall be submitted within ten (10) days of the use. The insurance amounts set forth herein constitute minimum amounts, Renter should seek to provide applicable coverage amounts based on their proposed use.**

**I have read and understand the City of Cold Spring's Community Center rules and policies and agree to accept the conditions as written. The undersigned does hereby agree to hold harmless and indemnify the City from any and all liability, loss, damages, costs, or expenses, which are sustained, incurred, or required arising out of the actions of the undersigned in the course of facilitating an event at Cold Spring Community Center.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_