CITY OF HAZLETON
RENTAL AGREEMENT
LEGION/COMMUNITY HALL

All activities held in the hall begin only on the day of your event; you may enter the hall at 7:00 AM and must conclude by 2:00 AM. Cleaning must be completed by 3:00 AM. The hall must be cleaned the same day you use it, and all personal items removed, or you will be charged for two days. Rental parties must restore the Legion Hall to its original order.

No food or beverage on the carpet area
The beer keg must be brought in the back door
No tape or tacks on walls or tables
When air or heat is on, DO NOT leave the door open

CLEANING POLICY

- Wipe/clean tables and chairs and return to the original position
- Clean kitchen, remove all items from refrigerator and stove
- Sweep the floor and wipe up spills
- Clean bathrooms and check stools for running water
- Take the trash/garbage out the back door and place it in the dumpster by the alley
- Pick up any trash outside the Hall and place it in the dumpster by the alley
- Turn off fans and lights, set thermostats to 60 in winter, and turn off air conditioning in summer
- Lock the front and back doors as soon as you are finished cleaning
- $10.00 WILL BE ADDED FOR EACH ITEM FROM THE LIST ABOVE THAT IS NOT DONE

The city will not be responsible for any decorations or items placed or left in the hall. (Anything left in the hall will be disposed of.) No additional charges will be billed if the above rules are followed, the hall has no damage, is left clean, and tables and chairs are returned to their original place. Outside needs to be left in the same condition as before your event. If an additional cost is to occur, you will receive an itemized billing statement for damages and cleaning costs.

COST AND FEES
RENTAL FEE: $150.00

Payment of the rental fee is required to get the building's code. Make checks payable to the **City of Hazleton.**

THE RENTER AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY OF HAZLETON AGAINST ANY AND ALL CLAIMS OR LOSS THAT ARISE OUT OF THE RENTAL OF THE HALL. AS RENTERS OF THE HAZLETON LEGION HALL, I ASSUME RESPONSIBILITY FOR ANY DAMAGE TO THE HALL OR MISSING EQUIPMENT AT THE HALL DURING MY SCHEDULED EVENT. I ALSO ASSUME ALL RESPONSIBILITY TO LEAVE AS FOUND. In an emergency, the city has a first claim for the use of the building, and the agreement is null and void; fees will be refunded.

RENTAL DATE: _____

SIGNATURE_____

I HAVE READ AND UNDERSTAND THIS RENTAL AGREEMENT AND AGREE TO THE TERMS

NAME_____ DATE_____
ADDRESS_____ PHONE_____
CITY/STATE/ZIP_____

OFFICE ONLY
Rental Fee Received: _____ Check/Receipt # _____

Keypad 4-digit code_____

Instructions for keypad entrance and locking Legion:

Entrance:

1. Punch in the 4-digit code given to you and turn the knob on the keypad
2. Open the door using the door handle

Locking the Legion:

1. Press the Schlage button at the top of the keypad
2. Turn the knob to the right, the deadbolt will turn, you will hear a click, wait a moment (this takes 5 seconds)
3. Turn the knob to the left
4. Once the lock is secure, the knob will spin

For any issues at the time of your rental, please contact:

City Hall – (319) 636-2559

Hours:
Monday 8:00-4:30
Tuesday – closed
Wednesday – 9:00-530
Thursday – 12:30-4:30
Friday – 8:00-4:30

Lisa Johnson (City Clerk) - (319) 327-4597

Cole Passick (Public Works) – (563) 920-5277

Darin Hayzlett (Mayor) – (319) 239-3681