

USE OF SENIOR/NUTRITION CENTERS

This building is owned by Linn County, Kansas and is intended for the use and enjoyment of the citizens of Linn County. However, failure of anyone using the facility to abide by the following regulations may result in their being denied the use of the facility in the future.

USE RULES AND REGULATIONS

Care and cleaning of building by Lessee: User shall be responsible for the following:

- A. Clean off tables and chairs. Return chairs and tables to their proper place.
- B. Sweep/vacuum floors & rugs; mop any liquid spill, muddy, or sticky floors.
- C. If kitchen facilities are used, the kitchen appliances, utensils, counter tops, etc. shall be left clean and ready for the next use. The stove, sink, and refrigerator are to be cleaned by those who use them. All stove top burners and oven are to be turned off. PLEASE NO baby wipes to clean counter tops.
- D. The kitchen is not supplied with kitchen linens or supplies. Persons who plan to use the kitchen must bring all necessary supplies (linens, wash cloths, plastic buckets, etc.)
- E. Remove all trash from the premises on date of rental use. The following locations do not have garbage disposals: Mound City, Blue Mound, and Prescott. (Bring your own trash bags.)
- F. Bathrooms are to be left in a neat and sanitary condition. Check to see that the restroom lights are off and make sure the **STOOLS ARE NOT RUNNING** and water is off in the sink. Empty trash containers.
- G. No decorations are to be placed on the walls or paneling. The only decorations allowed are those that can be placed on tables. The use of any type of adhesive or tape on the walls or paneling is prohibited.
- H. Thermostats are to be returned to the setting they were at when you arrived.
- I. All lights and fans are to be shut off.
- J. All doors must be shut and locked. You could be responsible for damages to the building if access is gained after you leave.
- K. All parties using the building shall be responsible for the payment of any and all damages the building, furniture, or fixtures, may sustain during time of rental use. Any damage occurring during time of rental use needs to be reported to a county representative when key is returned.
- L. Person renting building should perform a walk through to see the building is left clean.

Failure to follow these rules can result in forfeiture of your deposit.

EQUIPMENT

NO tables, chairs, or equipment are to leave the building.

ALCOHOLIC BEVERAGES

NO Alcoholic Beverages/Illegal Drugs of any kind are permitted within or around the building.

SMOKING BAN

NO Smoking permitted in the building.

CONTROL AND MANAGEMENT OF THE BUILDING

- A. The designated county employee of the Commission shall have control over the buildings.
- B. All applications for use of the building will be made to a designated community representative or designated county employee for reserving dates, collection of rentals, releasing/collecting of keys, classifying the rental use to rental classification, determining damages whereby notifying the designated county employee for the Commission.
- C. Keys are to be picked up before 4:30 P.M. during business hours from the designated community representative or at the time requested by the community representative. **Please note: City of Parker is closed on Mondays, Tues-Thurs hours are 8AM to 4PM, and Friday hours of operation are 8 AM-12 PM.** Return of the key must be completed the first business day after rental use unless other arrangement had been made at the time of payment.
- D. The Commission's representative shall have the authority to refuse the use of the building to any applicant when it is determined the use of the building would not be in the best interest of the County.
- E. Non county use of the building is not covered by county insurance and the lessee must take responsibility for their own insurance coverage. (Application Form Attached)

AGREEMENT

Advance reservation shall be made by every user of the facility. An Agreement/release shall be executed by the lessee (user) and lessor (Community Representative) at the time of payment and release of the key. The key to the building must be returned to the Community Representative on the first working day after the rental use unless other arrangements had been made at the time of rental. No deposit will be returned until the key is returned. The agreement/release will assure both parties of the following:

- A. Evidence to assure both parties that proper reservation has been recorded.
- B. Designates individual to be responsible for the proper care of the facility and to guard against vandalism.
- C. Guarantees responsibility for care of facility during its use by lessee (user). Cooperation with care of this facility is very important for its continual use and the Commission would ask the users care for the building as if it were their own.

FEE FOR USE: Nutrition Centers in Blue Mound, Centerville, Parker, Prescott

Please note: The Linn County Board of County Commissioners reserves the right to set user fees for special situations and circumstances.

- A. Building user fee: \$25 one day user fee with additional \$65 deposit. Deposit will be refunded after inspection is completed and key is returned.
- B. Set up fee: \$15 additional fee when access is requested to the building on the day before the rental date. Access to the building on the day before will be granted when there is no conflict with another scheduled rental.
- C. No User fee will be charged to county departments for functions authorized by County policy.
- D. Rental payment and deposit are due in advance of rental date or at time of release of key. Checks should be made payable to *Linn County Treasurer* and may be mailed to: Linn County Elderly, PO Box 350, Mound City, KS 66056. Rental payment and deposit should be separate checks.
- E. User fee will not be refunded in the event your function is canceled. Deposit will be refunded. Another date may be rescheduled without an additional user fee as long as rescheduled date is within six months of the original date.
- F. User fee may be exempted for a special nonprofit community event sponsored by the Chamber of Commerce or comparable organization, e.g. holiday event. Application for exemption should be made to the County Commission or county designee. In the event of a rental exemption, a deposit is still required.
- G. Individual or group desiring a repetitive or on-going use of a facility may make a single deposit which will be deposited by the county and held in the county's fund until the facility is no longer requested for use. User of the facility will be notified of any misuse or damage for which user is responsible. User will be expected to reimburse county for correcting those problems before the next use. Failure to do so will result in a reduction of deposit balance, which must be received before the next use.