

Campbell County Cemetery District Community Room East & West Hall Rental & Security Deposit Agreement

The Campbell County Cemetery District makes the Community Rooms available for use free of charge for burials or inurnments on the day of service. Persons or organizations wishing to use the facility for other services are subject to the terms and conditions set forth in the agreement below. A refundable deposit of \$200 is required at the time of reservation from a responsible party. A refundable deposit of \$300.00 is required at the time of reservation from a responsible party if alcohol is being consumed. Requests for Community Room use are managed through the cemetery office. No commitment for Community Room use is finalized until this agreement has been approved and executed through the cemetery office. Deposits may be paid either with cash, check or credit/debit card. The deposit will be either entirely refunded or entirely forfeited based on the criteria set forth below. No partial refunds will be considered or granted.

RULES AND REGULATIONS

1. CEMETERY PROPERTY. Cemetery property will not be loaned, borrowed, or removed from cemetery premises under any circumstance. Cemetery property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.

2. FACILITY CARE. The cemetery area used by your group must be left clean and orderly and in the condition in which you found it, with cemetery furniture and property returned to its designated place. The cemetery district will make readily available the products and supplies to clean the facility to its previous condition. The following checklist must be completed before final departure from the facility. Failure to comply may result in forfeiture of the security deposit.

- All Garbage Removed & Disposed Of In Garbage Bin Located On East Side Of Parking Lot
- Wipe Down Tables
- Wipe Down Countertops
- Stack Chair On Tables
- Sweep Floors With Broom
- Vacuum Rugs
- Wipe Up Spills On Floors With Water Only
- Remove All Items In Refrigerator
- Rinse All Sinks
- Rinse & Drain Coffee Urn
- Wash Any Utensils & Dishes Used
- Flush All Toilets
- All Doors Locked
- All Lights Turned Off
- Make Sure All Faucets Are Off

3. SMOKING AND ALCOHOL. There is no smoking allowed inside the building, including corridors and restrooms. Alcohol consumption is not allowed on cemetery property, unless alcoholic beverages are being served by a licensed liquor provider. Under no circumstances will any renter or guest be allowed to bring outside alcohol to the Campbell County Cemetery District. The Campbell County Cemetery District has granted the Gillette Police Department permission to hold compliance checks throughout the cemetery and shelters.

4. BUILDING USE. All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. If a key or card/fob is provided, the group or member will be responsible for locking the facility and returning the key or card/fob to the office.

5. FOOD AND DRINK. Food and drink should be limited to designated areas. Anyone using the cemetery property is responsible for cleaning up after each use, both inside and outside. All dishes, containers, platters etc. shall be removed after event. If a private catering service is used for the event, the caterer furnishing all equipment (e.g. dishes, silver, table cloths, etc.) shall remove immediately after the event. Storing of catering equipment is not permitted. If a caterer or other group is used, the responsible party is still required to adhere to the items listed in No.2, *Facility Care*.

6. DECORATIONS. Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

7. STORAGE. Storage space is limited for organizations other than cemetery groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the cemetery office.

8. BREAKAGE. All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the cemetery in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which in the judgment of the cemetery staff has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. These costs will be billed separately from the security deposit.

9. SECURITY. The cemetery district works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The cemetery district is not responsible for theft or damage to personal property.

10. FORFEITURE OF DEPOSIT. In the case of non-compliance by any person or organization who has made a deposit for the use of the facility, and is deemed to be in non-compliance by cemetery staff, the entire deposit shall be forfeited and not returned to the issuing person or organization. Persons or organizations making a deposit shall be afforded every opportunity to have their deposit refunded in full. If available, cemetery staff will do a walk-through and answer any questions before departure from the facility, and if so desired to advise the person or group as to their status of compliance or non-compliance before a decision is made regarding the deposit. If staff is not available, this will be conducted the next business day.

11. ANIMALS. No animals are permitted in the Community Room East and West Halls unless a service animal permit is given to the office prior to the event.

By signing this document, I agree, understand and accept the terms and conditions set forth herein.

Signature

Phone Number

Printed Name

Date

Address

Staff Acknowledgement