



# COMMUNITY CENTER LEASE AGREEMENT

Lease agreement between Mona City and, \_\_\_\_\_  
mailing address \_\_\_\_\_, phone number \_\_\_\_\_  
hereinafter CITIZEN, and hereby contract, covenant, and agree as follows:

1. MONA agrees to lease the Community Center Building located at 20 WEST CENTER in Mona City to CITIZEN for use on the date of \_\_\_\_\_, for the use of \_\_\_\_\_

CITIZEN elects the following time:

- Pavilion~ Time needed \_\_\_\_\_
- Two hour rental ~ Time needed \_\_\_\_\_
- Half day rental ~ Time needed \_\_\_\_\_
- Full day rental~ 7:00am -11:00pm
- Wedding Package~ ½ day rental prior to event plus full day rental day of event

2. CITIZEN agrees to pay the sum of \$\_\_\_\_\_ for the rental of the building and to allow a photocopy of their driver's license, which must be current and valid.

3. CITIZEN agrees to pay a deposit of \$50.00 for the rental of the fob. If the fob is not returned thru the Mona City drop box or in person within twenty-four (24) hours the deposit will be used for replacement of unreturned fob. Fob will need to be picked up at the city office during business hours within forty-eight (48) hours of the event.

4. CITIZEN further agrees to pay a cleaning and damage deposit of \$50.00, seven (7) days prior to lease, which shall be cash from a non-resident, and which may be a check from a resident with a good credit history with the city, and which shall be refunded upon the following conditions being met:

- A. The premises, including building, restrooms, parking lots, and street, curb, gutter and sidewalk are left as clean of condition as before CITIZEN had the use of the premises.
- B. All chairs, tables, or other items, including decorations, are put away.
- C. That all trash has been properly disposed of in an outdoor receptacle for that purpose.
- D. That no light fixtures, windows, tables, chairs, or other property located in or outside the building have been damaged or broken.
- E. The premises are vacated by 11:00pm.
- F. That all of the terms and conditions of this agreement have been met, including the no alcohol and tobacco requirements.
- G. That the Cleaning Check List (Attachment) is followed.
- H. Carpets are to be left clean.

5. CITIZEN will be charged \$50.00 for every stain on the carpet which was not present prior to CITIZEN(S) use of facility.
6. CITIZEN agrees, in compliance with the Utah Indoor Clean Air Act, that no smoking will be permitted.
7. CITIZEN agrees to serve no alcoholic beverages nor to allow the same to be consumed in or around the building, in the parking lot, nor in or upon any city premises. CITIZEN also agrees to no dark colored punch.
8. CITIZEN agrees that no animals of any type will be allowed inside the building, except those allowed by code, such as disability service dogs.
9. CITIZEN agrees to comply with all laws and regulations and agrees that the building will not be used for any illegal activity.
10. If the building is asked to be opened early or if building is not vacated on time, a \$75 fee for four hours and \$150 for all day will be added. If the building is asked to be opened the day prior, it will be considered as a full day rental and charged at that rate.
11. CITIZEN agrees to promptly pay to Mona City the cost or repair for any damage done to the premises or any item located therein, or other property located in the building or on the grounds, or for any cleaning cost necessitated by CITIZEN(s) use of the property, to the extent that the cleaning and damage deposit is insufficient to pay for the same.
12. In the event of breach of this agreement, CITIZEN agrees to pay to MONA court costs and reasonable attorney(s) fees incurred in enforcing any of the terms hereof.
13. This document represents the entire agreement between the parties. All prior negotiations, understanding, or agreements are merged herein and superseded hereby.
14. This lease agreement is not-assignable.
15. Waiver on behalf of MONA of any part hereof does not constitute a waiver of any other part or portion hereof.
16. In the event that any paragraph, or portion thereof, is deemed to void, voidable, or otherwise unenforceable, the remaining provisions shall remain in full force and effect.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
CITIZEN

MONA CITY by:

\_\_\_\_\_  
Mona City Representative



# Mona City Community Center

## FAQ's

1. How do I get into the building on the day of my event?

Entrance to the building is coordinated by a city representative. You will be given the phone number of the city rep. who will unlock and lock the building on that day. You will not have access to a key, the building will only be unlocked one time, and, you **must** call the representative at least two days prior to the date of your rental to make arrangements for the unlocking of the building. You are responsible for the building from the time it is opened to the time it is closed. Please note that the full day rental hours are from 7:00am to 11:00pm.

2. How many tables are there and what size are they?

There are 10-48" round tables, 10- 96x30" fold in half rectangle tables.

3. How many chairs are there?

We have over 200 tan steel folding chairs.

4. Do I need to bring anything for cleaning up?

The city provides for your use at the building: all cleaning products, garbage liners, mop & bucket, vacuum, and broom. You will need to bring your own rags for washing dishes.

5. Is there a sound system available for our use?

The building is equipped with a full sound system, CD player, microphones, MP3 plug-in. We do not have a projector.

6. What serving items are stocked in the kitchen?

The kitchen has two refrigerators, an oven, and a microwave.

7. Are we allowed to have alcohol or dark colored punch

Since this is public property, and subject to the same laws and ordinances that apply to public parks, **NO** alcohol is allowed in the building or on the property. You, the renter, will be responsible for any alcohol found on the premises, whether it is you or your guests. As a reminder, the Utah Indoor Clean Air Act prohibits smoking. No dark colored punch will be allowed.

8. How high is the ceiling and what is the size of the room?

The ceiling is 11 feet high. The square feet is 2960 square feet

9. Can we remove or hang anything from the walls?

**NO.** You are not to take down any of the pictures hanging on the walls, or hang or attach anything to the walls. Also, do not move Christmas Trees when they are set up.

10. Is there enough parking for the building?

There are well over 50 parking spaces in the building parking lot, including handicap parking.

## COMMUNITY CENTER CLEAN-UP (Checklist)

- Wipe off and clean all counters, stoves, and ovens.
- Make sure stoves and ovens are shut off.
- Make sure all water taps are shut off.
- Sweep and mop kitchen floor.
- Clean out refrigerator and wipe up any spills. Don't leave food in the refrigerator.
- Take out all garbage and put in dumpster. Replace liners with new ones.
- Fold up all tables and stack on racks and store in storage room.
- Fold up chairs, put on rack and store in storage room.
- Sweep and mop tile floors
- Turn off lights.
- Make sure all doors are closed. (Wait for Mona City contact person to lock doors).
- Flush all toilets; clean up any messes in bathrooms (be sure to empty garbage(s) in bathrooms, sweep and mop floors).
- Vacuum floor and rugs in entrances, CLEAN ANY SPOT LEFT ON CARPET (WILL BE CHARGED \$50.00 EACH NEW SPOT).
- Clean Glass Doors and any spots on windows.
- Rinse out mop when all finished.
- Clean microwave.

### Remember

- **FACILITY SHALL CLOSE NO LATER THAN 11:00pm.**
- NO SMOKING IN THIS PUBLIC BUILDING
- NO ALCOHOLIC BEVERAGES ALLOWED IN THE BUILDING OR ON THE PREMESIS.
- NO ANIMALS OF ANY TYPE, EXCEPT THOSE ALLOWED BY STATE DISABILITY CODE (I.E. SEEING EYE DOG).
- NO OPEN FLAME ALLOWED (I.E. CANDLES).
- DO NOT REMOVE PICTURES FROM THE WALL.
- DO NOT HANG ANY ITEMS ON WALLS.
- OVENS ARE TO BE USED FOR WARMING, NOT COOKING
- YOU WILL BE RESPONSIBLE FOR THE BUILDING FROM THE TIME IT IS OPENED TO THE TIME IT IS CLOSED.
- THE PERSON RENTING THE FACITLITY MUST BE THE PERSON CALLING TO HAVE IT OPENED (must call two (2) days prior). WE WILL NOT OPEN IT FOR OTHER PEOPLE (I.E. CATERER).
- DO NOT CHANGE THE THERMOSTATS.
- DO NOT USE DARK COLORED PUNCH/DRINKS THAT COULD STAIN THE CARPET (RED, GRAPE, ETC)