

LaGrange Heritage Square

Use and Rental Guidelines

RESERVATION PROCEDURES FOR SPECIAL EVENTS

All persons or groups wishing to rent a room or rooms for a special event are required to complete a rental application which is available at the LaGrange Town Hall during regular business hours or online at www.lagrangewyo.com. Tentative reservations will be held up to three (3) weeks, at which time a signed rental agreement and security deposit are due. The balance of the rental fees is due no later than ten (10) days prior to the event date. The Town of LaGrange will notify a potential renter on the availability of the facility within five (5) business days of being contacted and requested to do so. The renter may not sublet the facility, nor may the application be transferred or assigned.

CANCELLATION OF RENTALS AND REFUNDS FOR SPECIAL EVENTS

Any reservation cancellation must be in written form, served on the Town of LaGrange office personally or by US Mail. If the reservation is cancelled more than five (5) business days prior to the scheduled rental date, the Town will refund all amounts paid. If the reservations are cancelled for any reason five (5) business days or less prior to the scheduled date, the Town shall retain the entire rental amount. You will be refunded the security deposit. Failure to pay rental fees no later than ten (10) business days prior to the event will result in forfeiture of the security deposit and the reserved date shall be cancelled.

Under certain conditions, the Town of LaGrange may be forced to cancel a rental agreement prior to the event. Possible reasons for cancellation include, but are not limited to, a declared state of emergency, unsafe environmental or health conditions, interrupted utility services or **if the space requested has been leased out for an extended term**. In such an event, the renter agrees that the Town shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The Town will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the Town by the renter shall be refunded to the renter if the reservation is cancelled by the Town for any of the above reasons.

HOURS OF USE FOR SPECIAL EVENTS

LaGrange Heritage Square (LHS) is available for rent any day of the week, Sunday through Saturday. LHS will be open no earlier than 6:00 am and will close no later than midnight. Following the event, one hour or up to 1:00 am, the renter will be allowed time to gather their personal items/equipment and clean-up. All participants and equipment must be out of the facility by 1:00 am. It will be at the discretion of the Town of LaGrange if LHS will be available on holidays. If the Town approves rental on a holiday, the normal rental rates will be charged.

RESERVATION PROCEDURES FOR EXTENDED TERM TENANTS

All potential extended term tenants are required to complete a rental application which is available at the LaGrange Town Hall during regular business hours or online at www.lagrangewyo.com. The rental application will be reviewed and lease agreement will be prepared. The Town will notify potential tenant once a lease agreement has been completed for their review.

GENERAL BUILDING GUIDELINES

The renter is responsible for enforcing the guidelines of the LaGrange Heritage Square (LHS). The renter agrees to follow these guidelines:

1. Comply with all City Ordinances, Wyoming State Statutes, Federal Laws, and the established rules for use which apply to authorized use of LHS.
2. Items that are illegal or potentially damaging to LHS are not permitted. The following are *examples* of items that are not permitted in any area of LHS:
 - Weapons: i.e. firearms, swords, knives, or other potentially lethal objects
 - Illegal objects or substances
 - Drug paraphernalia
 - Fireworks, sparklers
 - Confetti or glitter
 - Open flames
 - Hot plates
 - Smoke machines
 - Water pistols/water balloons
 - Bubbles/bubble machines
 - Any other item deemed by the Town of LaGrange to be potentially hazardous to the facility or any person or property therein.
3. Activities that are illegal, potentially damaging or disruptive are not permitted. The following are *examples* of activities that are not permitted:
 - Attaching objects to walls, curtains, furniture by any means without specific LHS authorization.
 - Chalking or marking up of interior or exterior walls, walkways, floors, ceilings or furniture.
 - Disassembling, removing or destroying LHS property.
 - Bicycling, skateboarding or rollerblading inside LHS and in any areas under the purview of LHS where such activity might harm persons or property.
 - Loitering.
 - Excessive noise.
 - Unruly, disturbing, offensive or violent behavior.

- Any activity deemed by LHS representatives to be illegal, potentially hazardous or disruptive to the facility or any persons or property therein.
4. This is a smoke free public facility. Damages such as cigarette burns or smoke damages will be charged to the renter.
 5. Due to the proximity to a public school, alcoholic beverages are prohibited.
 6. Illegal gambling is prohibited.
 7. Supervise the conduct of the participants at their event; disorderly conduct of participants is prohibited.
 8. The renter shall assume all responsibilities for noise levels of their participants and noise levels shall not disturb other groups.
 9. The renter shall assume full responsibility for any unlawful act committed in the exercise of the rental or lease agreement.
 10. All persons and any equipment not owned by the Town of LaGrange must leave LHS at the end of the contracted time. No items from the event are to be left overnight. The Town is not responsible for items that have been left in the facility during setup the day before or left behind after the group has exited the facility.
 11. Renters will be fully responsible for any damage to the facility or equipment.
 12. Any damage to the facility or equipment must be reported as soon as possible to the Town of LaGrange staff.
 13. Trash should be placed in designated containers.
 14. Leave facility and parking lot in a clean and orderly fashion.
 15. One key is given per event. The key shall not be copied or duplicated and shall be returned within two business days. One additional key may be given at renter's request if deemed necessary.

VIOLATIONS OF BUILDING GUIDELINES

The Town of LaGrange reserves the right to end any event early if guidelines are violated. A violation of these guidelines may result in a withholding from your security deposit and may also result in the denial of future use of LHS.

DECORATING

The Town of LaGrange has the right to refuse certain decorations. Renters are encouraged to discuss all decorating plans with the Town of LaGrange before decorating. The renter agrees to follow the following guidelines when decorating:

1. The use of tape (includes 2-sided with plastic hooks), pins or tacks, 3M hooks, tacky glue, or any other decorating device on any painted or varnished surface is not allowed. (Includes walls; wood trim around windows and doors)
2. The use of tape, pins, or tacks, clips, magnets or any other decorating device on ceiling tiles, ceiling suspension grids, lights, vents or any other ceiling fixture is not allowed.

3. Clear Scotch tape or electrical tape (no duct/masking/packaging tape) may be used on the windowpane (but not the window frame).
4. The Town does not allow any type of sand/pebble/rock to be brought into the facility along with glitter, rice, birdseed, or confetti.
5. All decorations must be removed from the facility by the conclusion of the event, unless other arrangements are made with the Town prior to the event.
6. A violation of this section may result in a withholding from your security deposit.

FACILITY CLEAN UP

Renter is to dispose of any garbage and liquids properly. Dumpsters are provided on north side of building. Nothing shall be left in hallway at any time.

Failure to follow these cleaning guidelines may result in a withholding from your security deposit.

NOTICE OF RESPONSIBILITY/LIABILITY

The Town of LaGrange hopes that you and the participants at your event will all have an enjoyable and safe time at our facility.

This section is to notify you that the Town of LaGrange, the operator of the LaGrange Heritage Square, is responsible only to maintain the building and its structural components and systems, such as plumbing, lighting and electricity, in a safe and operable condition. The Town is not responsible for the conduct of persons participating in events held at the facility. It is your responsibility as the renter of the facility and the sponsor of the event to see to it that the participants use the facility in a safe and reasonable manner and obey all laws.

Likewise, the Town is not responsible for the conduct of any persons or businesses hired by you to work at the event. The renter shall take complete responsibility for the conduct of its group or others present during the rental period, and agree to compensate the Town of LaGrange for all damages to the facility, equipment, or other property owned by the Town incurred during the rental period. Furthermore, the renter assumes all liability for personal injuries, including death caused by participants at the scheduled event.

Any disputes or claims of liability involving such providers of services are matters strictly between you, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve the Town in any legal action regarding such matters.

FEE SCHEDULE**Special Events:**

LaGrange Heritage Square has five (5) rooms which are available to rent for special events provided they are not currently leased to a business/organization for an extended term.

Security Deposit - \$75 payable upon reservation

*Rate - \$85 per day per room
-or-
\$65 per ½ day per room*

The security deposit will be refunded within thirty (30) days after the scheduled event upon inspection of the premises, if premises are found to be in as good and clean condition as existed just prior to the event. The inspection will be conducted before any other event is held in the rented area. The Town of LaGrange reserves the right to retain part or all of the security deposit to pay for any costs or repairs or cleaning made necessary by the renter's use of LHS. The liability of the renter shall not be limited to the amount of the security deposit. The liability of the renter shall extend to any damage or cleaning costs incurred as a result of the acts of any participants in the event sponsored by the renter on the premises.

Extended Term:

Security deposit - equal to two month's rent due at lease signing

Rate - approximately \$0.50/square foot per month

See lease agreement for additional terms and costs.

**Note – No rates or incentives shall be offered by any Town of LaGrange or LaGrange Heritage Square Advisory Committee representative. The only rates and incentives considered valid will be in writing by the LaGrange Town Council and LaGrange Heritage Square Advisory Committee.*

By your signature below, you agree that you have been given a copy of and read the Town of LaGrange's LaGrange Heritage Square Use and Rental Guidelines, understand it, and agree to abide by its terms.

Dated: _____

Renter

Witness

Date of Event -or- Beginning Lease Date

Mayor – Town of LaGrange