



City of Herington

Contact: 17 North Broadway, Herington, KS 67449 785-258-2271

Community Building Lease Agreement

Location: 810 South Broadway, Herington, KS 67449 785-258-5966

Name or Company	Today's Date
Address	Nature of activity (is this a fundraiser? If so, for What cause?)
Phone Numbers (home/cell/business)	Date(s) renting
room(s) renting	HOURS you are using room (s) (AVAILABLE 6AM - 2am)
Deposit Amount due \$250.00	Date Deposit Paid
Rent Amount due	Date Rent Paid

Fundraisers/Auctions: Event Coordinator must complete the attached the ST-16SE form and mail into the State of Kansas. City Office personnel must email the State of Kansas the date of the event, locations of the event, and the event coordinator/promotor's contact information (name, Number, and/or email address).

☒ EMAILED THE STATE OF KANSAS

The City of Herington must receive the signed lease agreement and deposit fee to reserve the Community Building . When the completed lease agreement, the deposit fee, and the rent have been received by the City of Herington, the above listed Lessee is issued a key.

GUIDELINES

KEYS - Pick up keys from the city office. If the rental is on the weekend, the key must be picked up on Friday before 4:00pm. If you lose the keys, you will lose your deposit. If you lock yourself out between 7-4pm, stop by the City Office and after hours walk over to the police department or call dispatch 785-258-2226 to contact an Officer to regain entry. **Leave keys in drop box by Kitchen outside door.**

FRONT DOOR KEY - Keys to keep front doors unlocked are located by the door to the East.

SOUND SYSTEM - The sound system for announcing is available. You **MUST** be instructed by Jesse Hagerman 785-258-2956 between 7:30am and 4:00pm (M - F) before you are given a key. **TURN OFF** all equipment when you are finished using it and **LOCK** sound box. (not to be used for bands, concerts, DJs, or plays)

NO FREE DAYS - There are no free days to set up or for clean up.

KITCHEN - If you are renting the kitchen, please see attached cleaning guidelines.

DECORATIONS - NO Signs or Decorations are to be attached to the walls, ceilings, or windows in any way (tape, nails, pins, etc.) ALL decorations are to be removed.

TRASH - All trash must be disposed of in dumpster outside kitchen door. Replace with new liners located in the cleaning closet or under hand washing sink in the kitchen.

RESTROOMS - Please pick up all trash from floor, dry and damp mop floor, make sure all toilets have been flushed, check baby changer, remove trash bags from restrooms and take to the outside dumpster by the kitchen door.

SMOKING - is prohibited.

MAIN ROOM FLOOR - Main room (200x56) floor is to be dust mopped and damp mopped any spills.

NO DISCRIMINATION - Neither City nor user shall discriminate on the basis of race, gender, color, creed, religion or national origin in connection with the usage of this facility.

TABLES/CHAIRS/STAGE - These items must be wiped down and stacked on the appropriate carts then put in the storage room (see attached picture) These items cannot leave the building. Report if items are damaged.

CMB/ALCOHOL ALLOWED - If selling, reference City Ordinance 1640 Chapter III Licenses & Business Regulations.

RENTAL HOURS - The hours of rental are from 6am to 2am. No exceptions.

NO ANIMALS ALLOWED - No animals except for service dogs are allowed in the building.

MEETING ROOMS - Carpet must be vacuumed (Vacuum is located in storage closet). Tables and chairs must be returned to original location. (Regarding trash, see **TRASH** on page 1)

LIGHTS AND CEILING FANS - When you leave, the lights and ceiling fans **MUST** be turned off except for those that are marked to stay on. Don't forget to check the restrooms.

THERMOSTATS - Should be set to 55° for *winter* months and 90° for *summer* months before you leave.
There are four thermostats (2 in large room - 1 in meeting room B - 1 in kitchen)

NO VEHICLES ALLOWED - No vehicles are allowed in the building.

GROUND'S AROUND BUILDING AND PARKING LOT - Must be clean from trash and debris.

CONTACT - After business hours Dispatch at 785-258-2226 or 911 for emergencies.

ITEMS - Item(s) left in the building will be hauled at your expense.

DAMAGE/INJURY - City (Lessor) shall not be liable to any damage or injury to any Lessee, or any other person, or to any property occurring on the premises or any part thereof, or in common areas thereof, unless such damage was a proximate result of the negligence or unlawful act of the City, it's agents, or it's employees. Lessee agrees to hold the City harmless for any claim for damages, no matter how caused, except for injuries or damages to which the City is legally responsible.

SECURITY/DAMAGE/CLEANING DEPOSIT REQUIRED - If you are found to be occupying the building outside of the date(s) paid on the lease agreement, the deposit money will be forfeited by the Lessee. The City reserves the right to retain the deposit up to 10 business days after the event.

The City (Lessor) reserves the right to retain the entire \$250 deposit if you fail to give 30 days prior notice to cancel the event, the building has been damaged, or the building was left in an unacceptable manner.

The Herington City Commission and its related boards and organizations, on behalf of the City of Herington, KS, encourage any parties utilizing or renting the Community Building to observe all Federal, State, County, or Local recommended practices and safeguards addressing your safety and welfare regarding spread of the current pandemic and Covid-19 virus. Such referenced practices include, but are not limited to, those related to social distancing, hygiene, group sizes, and the use of masks. Any parties utilizing these facilities do so at their own risk regarding health issues arising directly or indirectly from, or as a result of, the current pandemic and Covid-19 virus. Please conduct yourself in your best interest for your own safety and well-being.

_____ Lessee's Signature	_____ Date
_____ Lessor's Signature	_____ Date
Pre-inspection Done by _____ with _____ on _____	
City Employee	Lessee Date
Post-inspection Done by _____ with _____ on _____	
City Employee	Lessee Date
Keys Returned Date _____	Deposit Returned Date _____

Kitchen Cleaning Check List

- _____ KITCHEN APPLIANCES - clean/wipe inside and outside. This includes refrigerators, freezers, dishwasher, microwave, and small appliances used during rental
- _____ FLAT TOP/ELECTRIC GRILLS - clean/wipe top, front, sides, and back Splash (see attached directions to clean flat top grill)
- _____ OVENS - clean/wipe inside, outside, sides, and back splash
- _____ GAS GRILL - clean/wipe front, sides, grill top, drip pans, and back splash
(Do NOT blow pilot lights out)
- _____ DISHWASHER - drain and clean/wipe inside (outside if needed)
- _____ TRASH CONTAINERS - take all trash bags outside to dumpster by the kitchen back door. Clean/wipe containers inside and out (if needed)
- _____ DISHES/SILVERWARE - clean/wipe and put away in appropriate cabinets/containers (Account for dishes/silverware)
- _____ COUNTER TOPS/CUPBOARDS - clean/wipe down counter tops (cupboards if needed)
- _____ SINKS - clean and wipe dry
- _____ FLOORS - sweep and mop floors and baseboards (food splatters)
- _____ LIGHTS - turn off all lights

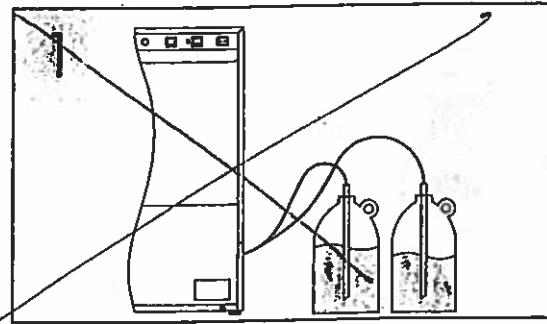
FLAT TOP GRILL - Cleaning Instructions

- _____ Scrape grill top with scraper to remove food particles left from cooking or excess grease and grit.
- _____ Apply thin coat of oil on flat top to clean with sanding brick.
- _____ When using brick on grill, always use a figure 8 pattern to prevent marks and groves on flat top.
- _____ Use scraper to remove oil and grit after using brink. Then wipe clean with grill pad.
- _____ Apply oil again and use polishing screen and pad in a figure 8 pattern, except for along the edges as needed.
- _____ Scrape, clean and wipe grill top with grill pad to remove excess grit left behind.
- _____ Coat grill top with thin layer of oil after cleaning. Wipe grill body off to include knobs.
- _____ ALWAYS MAKE SURE GRILLS ARE TURNED OFF AFTER USE!

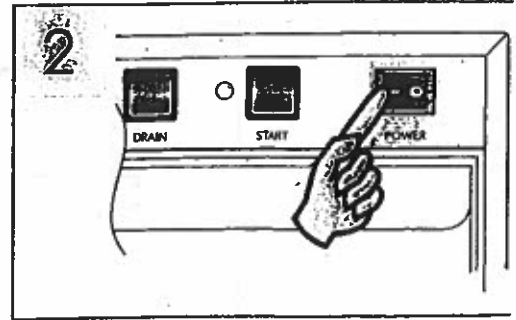
THANK YOU!

DAILY OPERATION

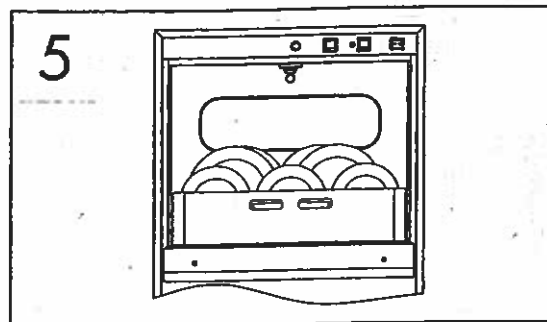
Start w/ #2



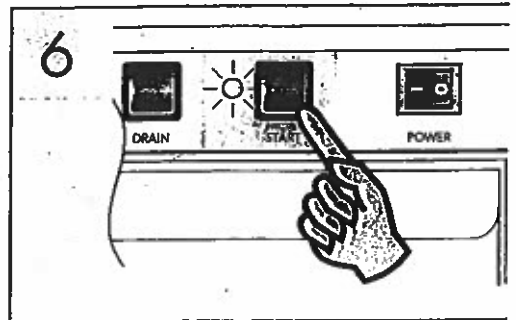
Check chemical levels
in containers



Flip "ON/OFF" switch
to "ON" position

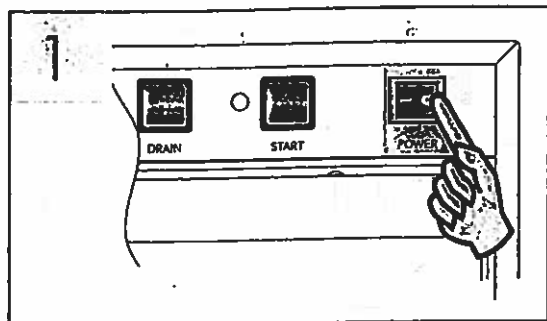


Load rack into dishwasher

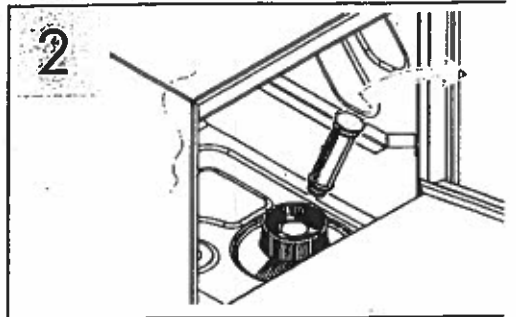


Close door, press and hold
"START" button for 1 second.
Green in-cycle light will come o

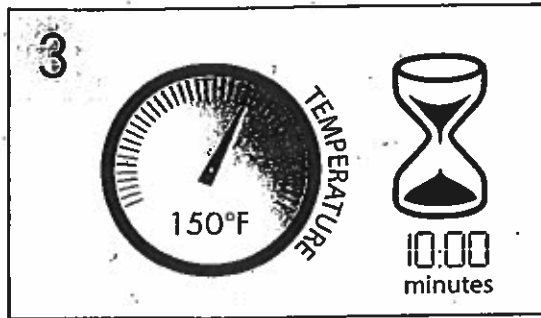
DRAINING THE MACHINE



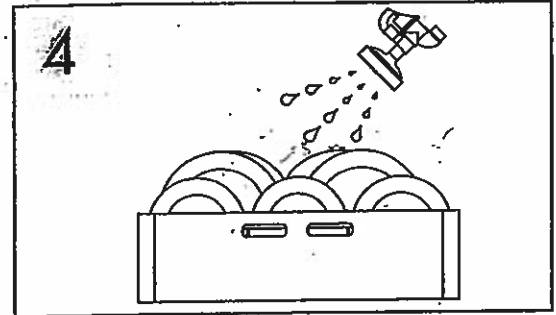
Flip "ON/OFF" switch
to "OFF" position



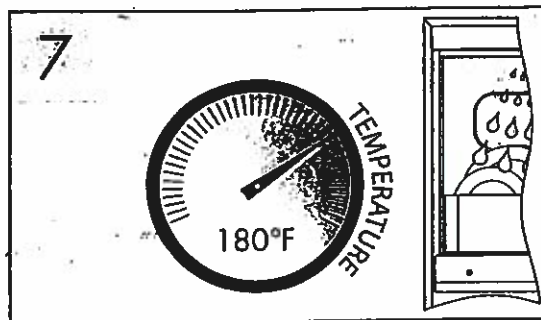
Open door, and remove
standpipe from tank.



Wait for temperature gauge to read 150°F/66°C.

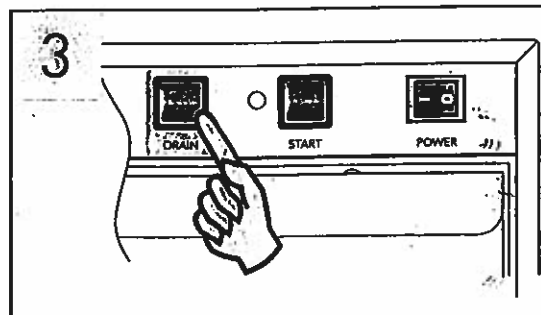


Prescrap wears and load into rack. Do not overload rack.

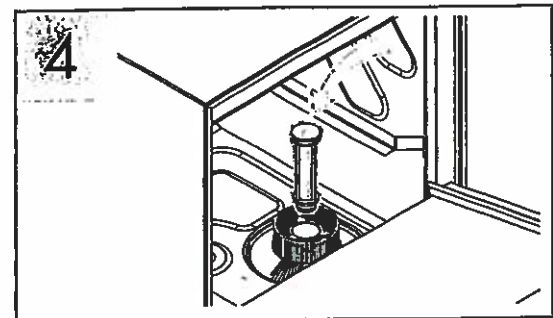


Final rinse temperature should be a minimum of 180°F/82°C during the final rinse.

Wash cycle is extended if the final rinse water is not up to 180°F/82°C.



Press and hold "DRAIN" button — until machine has drained.



Perform regular cleaning and replace standpipe when finished.

COMMUNITY BUILDING 2018

DIMENSIONS

Large Room	A	200' X 56'
Meeting Room	B	44' X 24'
Meeting Room	C	33' X 24'
Kitchen	D	37' X 24'

FEES

	GENERAL	NOT FOR PROFIT	FOR PROFIT
		with Kitchen	with Kitchen
A - Large Room		\$180.00	\$330.00
B - Meeting Room	\$50.00	\$80.00	\$100.00
C - Meeting Room	\$30.00	\$60.00	\$100.00

*Not For Profit Organizations renting for fundraisers will pay the General price.

Total Building Rental	\$260.00	\$135.00	\$530.00
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AUGUST 2018 TABLE/CHAIR INVENTORY - subject to change

Meeting Room B	
Brown Stackable Chairs	23

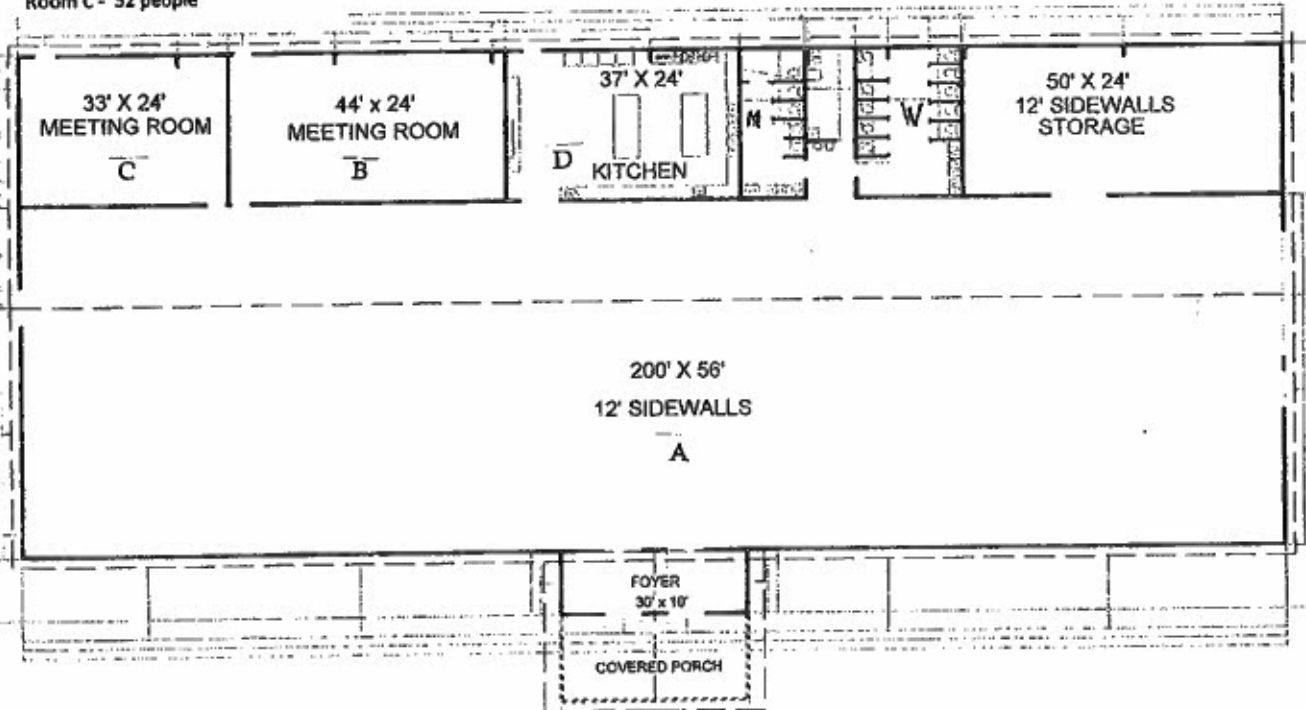
Meeting Room C	
Wooden Tables	4
Brown Upholstered Chairs	10
Black Stackable Chairs	42

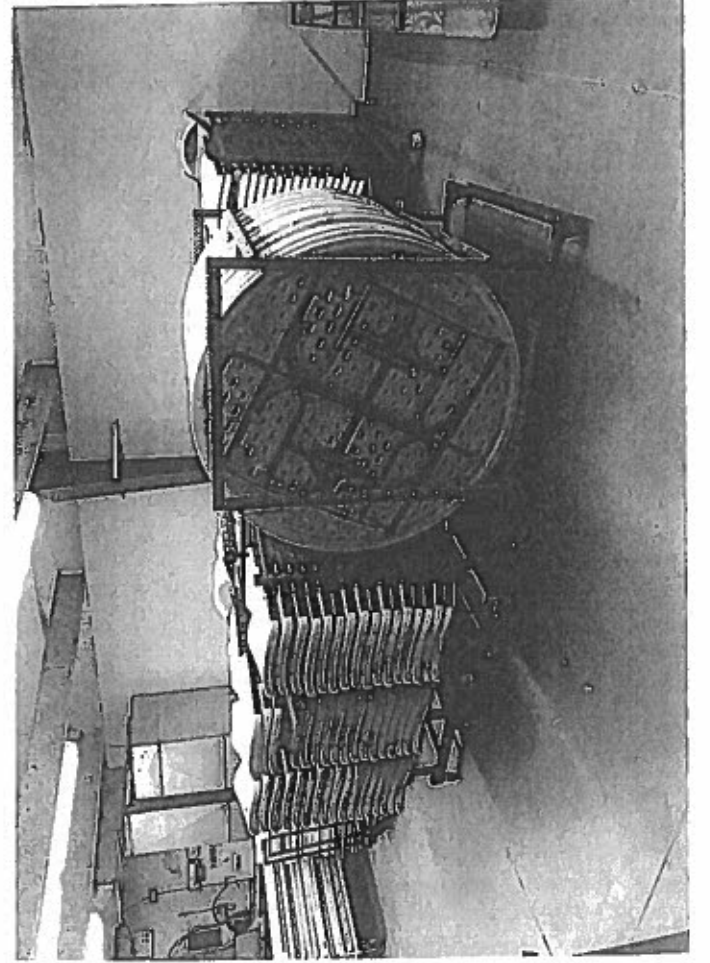
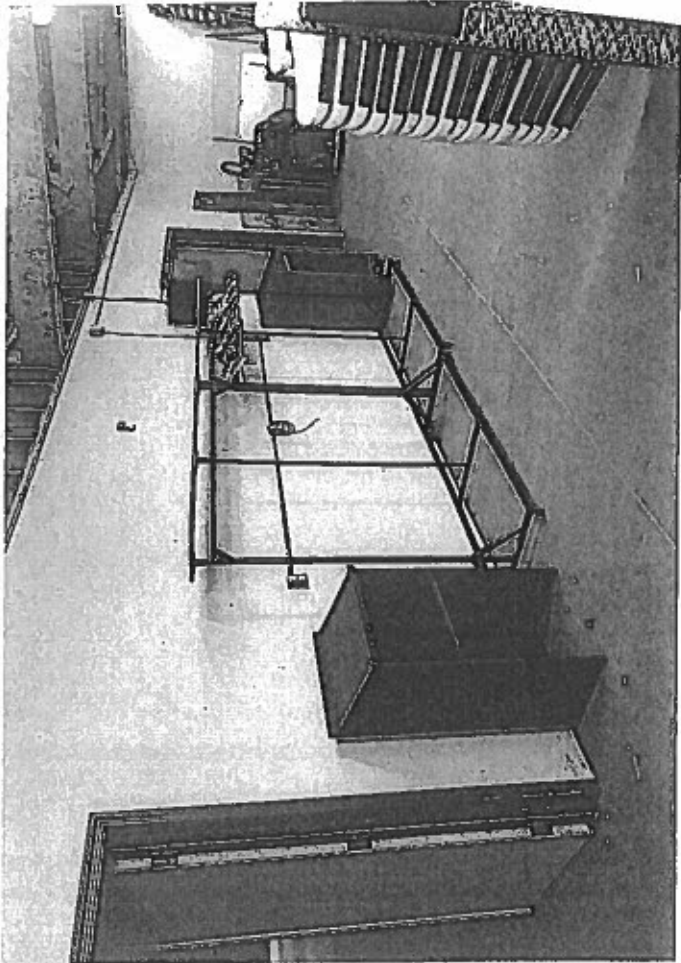
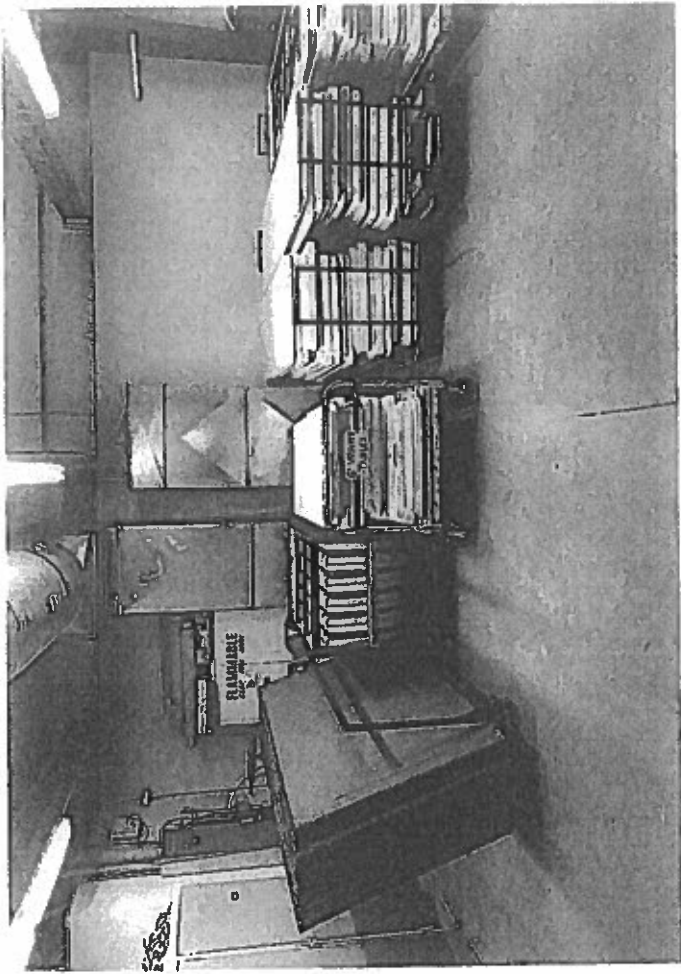
Storage Room	
6 Ft White Tables	12
8 Ft White Tables	49
5 Ft Round Tables	21

White Chairs	262
Metal Chairs	370

Stage Sections	9
Stage Steps	2

Maximum Occupancy
Room A - 750 people
Room B - 70 people
Room C - 52 people





Division of Taxation

RETAILERS' SALES TAX REGISTRATION EVENT CERTIFICATE

NOT VALID FOR TAX  EXEMPT PURCHASE

CITY OF HERINGTON

Event Certificate

State of Kansas

Registration Certificate valid for events only
Tax Account Number: See Events Sales Tax Return
File return within 30 days of event

ST-51 (Rev. 6-13)

..... REMOVE AND DISPLAY CERTIFICATE ABOVE

INSTRUCTIONS

This packet is intended for vendors who sell four or fewer times in Kansas each year. If you have received this packet and have a Kansas sales tax number*, please write your Kansas sales tax number on the voucher and return it in the envelope provided. If you do not have a Kansas sales tax number, please follow the directions below. Most vendors in Kansas are required to collect and remit sales tax, including not for profit groups.

- * This return and tax account number is specific to the event that appears in the Business Name and Address box.
- You must file a return even if there were no taxable sales.
- The name and location of the event appears in the business Name and Address box.
- To use this tax account you must remit your sales tax immediately after the event.
- Write the Tax Account Number on your check or money order. Make a copy of the return for your records.

- Visit our website at www.ksrevenue.org for more information about special events, tax bracket cards and forms.

COMPLETING THE KANSAS RETAILERS' EVENT SALES TAX RETURN

- Line 1 - Enter the total gross receipts or sales for the event. Do not include the sales tax in this figure.
- Line 2 - Enter the cost of tangible personal property consumed or used by you that was purchased without tax. For example, items removed from inventory and used by you.
- Line 3 - Enter the total allowable deductions (if any). Find allowable deductions at <http://www.ksrevenue.org/pdf/st16>.
- Line 4 - Add lines 1 and 2, and subtract line 3. Enter the result on line 4.
- Line 5 - Multiply line 4 by the appropriate tax rate percentage shown and enter the result on line 5.
- Line 6 - Enter the total due in the sales tax and remit immediately after the event.

..... Detach and send with payment

ST-16SE

(Rev. 5-17)

**Kansas
Sales Tax Special
Events Return**

FOR OFFICE USE ONLY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Tax Account Number		Enter your Kansas Sales Tax Number* If not using the event number	
Beginning Date	Ending Date	Due Date	Jurisdiction Code HERDK
Business Name and Address			
I certify this return is correct. Sign here _____ Daytime Phone Number _____			

1. Gross Sales/ Receipts
2. Tangible Personal Property Consumed
3. Deductions
4. Add lines 1 & 2 minus line 3
5. Multiply line 4 by tax rate shown
6. Total Due

Tax Rate
10.5 %

Payment
Amount

\$

Contact us at 785-207-1572 or email KDOR_special.events@ks.gov for assistance.

Make your check or money order payable to Retailers' Sales Tax and remit in the envelope provided or send to KDOR, Attn: Special Events, 7800 W 119th St, Ste A, Overland Park KS 66213.

