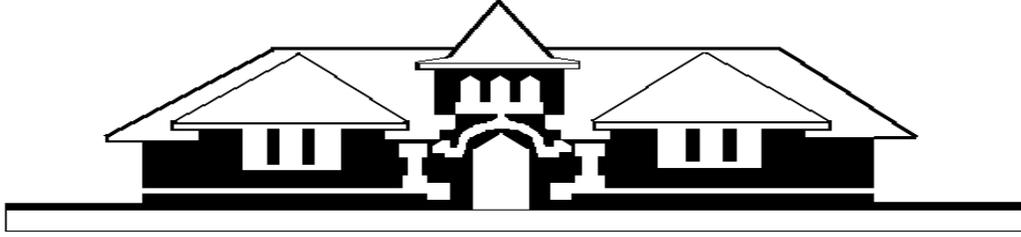


THE DEPOT



DEAR DEPOT RENTER

Thank you so much for renting the Depot for your event! We are very pleased that you have found a way to utilize this wonderful downtown asset.

THE RENTAL PERIOD IS 7:00AM - 7:00AM (24 Hrs). If you want to set up the day before or clean up the day after **you must rent those days**. If you are still in the Depot after 7:00AM on the day after your rental date you will lose your deposit.

THE EVENT PERIOD IS 7:00AM - 2:00AM (19 Hrs.) All event activities (music, entertainment, guest occupancy, and if alcohol has been permitted) must conclude by 2 a.m. Designated persons may stay to clean up and take down the event until 2:30 a.m. The renter is responsible for closing and securing the premises. If you are still in the Depot after 7:00AM on the day after your rental date you will lose your deposit

KEYS:

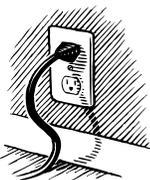
MUST BE PICKED UP BY 4:00PM ON THE LAST BUSINESS DAY BEFORE YOUR RENTAL. Keys will not be given out on Saturday, Sundays or observed Holidays as the Public Works building (915 3rd St) is closed. If you are not able to be at the Public Works building by 4p.m. you must send someone you trust with written permission from you to sign out the keys.

MUST BE RETURNED BY 5:00PM ON THE NEXT BUSINESS DAY AFTER YOUR EVENT. A \$50 late fee will be assessed for keys not returned by the second business day after your event. Keys not returned by the third business day after your event will incur a late fee of \$150. Keys that are lost or not returned will subject the renter to a \$300 fee for re-keying the facility. You will be liable for any damages to the facility during the time the keys are not returned.

SMOKING: This is a public facility owned by the City of Rawlins. There is no smoking anywhere within the building.

ALCOHOL: PERMITS ARE REQUIRED IF ALCOHOL IS PRESENT. Permits are issued at City Hall in the Finance Department. Having alcohol on site without a permit may lead to legal consequences.

TO PREVENT BLOWING THE LIGHT CIRCUITS



PLEASE USE ONLY ONE PLUG PER OUTLET

Emergency Contact Number: Non-Emergency Police Department: 307-328-4530

PLEASE USE THIS CHECK LIST “BEFORE” YOUR EVENT: Check for cleanliness and damages noting any concerns here and returning this page with your key.

THERE ARE A FEW HOUSEKEEPING ITEMS WE REQUIRE OF ALL OUR RENTERS WHICH WILL HELP TO KEEP OUR BEAUTIFUL FACILITY OPERATIONAL FOR EVERYONE.

DECORATION RESTRICTIONS: NO CONFETTI OR GLITTER OF ANY KIND WILL BE ALLOWED. NO TAPE OR PINS WILL BE PLACED ON WALLS OR DOORS.

CLEANING SUPPLIES ARE LOCATED WITHIN THE LOCKED CLOSETS OF THE East Room's Women’s Restroom or the Center Room's Men's Restroom

Please Use This Checklist to Help You with Your Cleaning Responsibilities

- | | |
|--|---|
| <input type="checkbox"/> Chairs & tables wiped clean & put back in storage | <input type="checkbox"/> All trash taken out to the east side dumpster |
| <input type="checkbox"/> All dishes & silverware washed & put away | <input type="checkbox"/> Place new trash bags in all trash cans |
| <input type="checkbox"/> Check Dishwasher, remove any dishes & silverware | and return to cabinet storage |
| <input type="checkbox"/> All floors swept, mopped & carpet vacuumed | <input type="checkbox"/> Cleaning supplies put away & closet locked |
| <input type="checkbox"/> Kitchen counters, sinks, Microwave & Stove surfaces wiped clean & faucets tightened | <input type="checkbox"/> All outside trash generated by your event placed into dumpster |
| <input type="checkbox"/> Restrooms toilets flushed, floors swept, floors mopped, faucets tightened & trash removed | <input type="checkbox"/> Return heating or cooling thermostats to default by selecting “RUN” |
| <input type="checkbox"/> Empty all trash cans | <input type="checkbox"/> Check and lock ALL Entry doors |

WHEN WILL THE DEPOSIT BE RETURNED? If the rooms are cleaned, there is no damage to the equipment or the facility, you vacated at your deadline rental time (rental time is 7:00AM to 7:00AM) and the outside of the building (including the Depot Park area) is clear of all trash generated by your event The deposit will be returned via check from the Finance Department within 5 weeks after your event,.

Your Deposit May Not Be Returned in Full or At All for Any of the Following Reasons

- | | |
|---|---|
| Cleaning is unsatisfactory | Damaged floors (gouges, missing carpet, stains) |
| Smoking in the facility | Damaged kitchen appliances or cupboards |
| Damaged restroom facilities | Outside trash not picked up |
| Broken windows or doors | Trash not taken to the outside dumpster |
| Bent, broken or scarred tables & chairs | Altered landscape |
| Damaged walls (holes, gouges, scratches, filth) | Keys returned late or not at all |

WITH YOUR HELP THIS REMARKABLE BUILDING WILL BE IN USE FOR GENERATIONS.