

FIRTH COMMUNITY CENTER
RENTAL AGREEMENT
Village of Firth, PO Box 38, Firth, NE 68358
villageoffirth@windstream.net
402-791-5544

Reservation Date

Contact Name

Address (street, city, state, zip)

Contact phone

Email Address

Event type: Business, family reunion, wedding, etc.

Approximate attendance

Approximate event time (morning, afternoon, evening, all day)

Approximate length of event (include set up and clean up time)

\$200.00 deposit _____

- A \$200.00 deposit will be required at the time the key is picked up. I agree to pay the current fee for rental at the time of this event.
- All cancellations must be made at least a week in advance of the event date or rental fee will be required.

HOLD HARMLESS CLAUSE: The organization/group above and the individual(s) signing on behalf of such organization/group do each personally contract to hold the Firth Community Center and the Village of Firth harmless from any claims or demands against the Village of Firth and/or the Community Center arising out of the use of the building by the organization/group, or by any persons upon the premises by reason of the activity of or by invitation of such organization/group. The undersigned do covenant to repay and reimburse the Village of Firth, NE for any legal expense incurred by the Village of Firth, NE in defending such claim.

Signature (By signing this form I confirm that I have read and understand the guidelines on the back of this form.)

Date

GUIDELINES CONCERNING USE OF THE FIRTH COMMUNITY CENTER

1. Rental Fees
\$60 for 4 hours or less (includes set up and clean up)
\$120 for anything over 4 hours (includes set up and clean up)
\$60 fee if you wish to set up the evening before an event.
2. A \$200 damage/cleaning deposit is required to reserve the Community Center. If no damage is found and no cleaning needs done after use, the deposit check will be shredded. (If you would like your deposit check returned, please supply a self-addressed, stamped envelope.) A minimum \$50.00 cleaning fee will be deducted from the \$200 deposit if the center needs any cleaning after your event.
3. The key is for the north side door. The glass front doors must be unlocked from inside. The front door key is hanging to the right of the doors – please make sure the front door key is replaced after use.

*We request that you make payment by check made payable to: **Village of Firth***

NO SMOKING, ALCOHOL, OR BURNING CANDLES ARE ALLOWED IN THE COMMUNITY CENTER.

Each user is required to clean the building to restore it to the condition it was in when the user originally occupied it.

- The vacuum cleaner, broom and dustpan, mop, are in the Janitors Closet next to the north entrance of the building. Please vacuum carpet and sweep tile floors after each use. If mopping is necessary please use only hot water.
- Leave three (3) rows of tables set up with three (3) tables in each row. There should be nine (9) chairs on each side of the rows. There are extra tables in the storeroom in the northwest corner of the meeting room. If you use them please put them away when you are done. Extra chairs should be stored on the chair rack.
- Large garbage cans are provided and are stored in the Janitors Closet – can liners are also in the closet. All garbage cans (restrooms, kitchen, and Janitors Closet) are to be emptied after each rental use. There are bathroom/kitchen can liners with the cleaning supplies under the serving counter in the kitchen. Dispose of all garbage in the dumpster behind the building. (Return large garbage cans to Janitors Closet.)
- Wipe off all tables, counters (and chairs if needed.) Wipe out the microwave and make sure any racks removed from ovens are replaced. Soiled towels and dish cloths may be left in the basket under the kitchen sink.
- Clean restrooms. Cleaning supplies are under the kitchen counter. Wipe down all surfaces with disinfectant wipes. Clean toilets with comet. Clean mirrors and facets with Sprayway cleaner.
- Clean glass front doors with Sprayway cleaner
- Turn off all lights (except foyer and front outdoor lights.) Lock all outside doors before leaving.
- Make sure outside grounds are free of garbage and litter.

Report any irregularities or problems to Jill Hoefler @ 402-560-5767.

Please leave key in the village bill-drop box located outside the Community Center front doors.

Revised 4/2026