



Freight Station – Bunning Hall

RENTAL PACKET

603 S Main Street

Rock Springs, WY 82901

The City of Rock Springs offers the Freight Station for *responsible* use by members of the Rock Springs community. Rental Applications must be completed at least **2 week(s)** in advance of the reservation date. The fees for renting the facility are listed below, and will only be accepted by **cash, money order, or cashier's check**:

Rental Fee:	\$500.00 (per day, Friday or Saturday)
Weekday Fee:	\$250 (per day, Sunday to Thursday)
Additional Days:	\$250.00
Refundable Deposit:	\$500.00
Alcohol Deposit:	\$250.00 (if alcohol isn't professionally catered)

Reservations will not be held until a completed Rental Packet is received, with all above fees and deposits. There will only be one reservation allowed per weekend or holiday.

The facility may be used for parties, dinners, classes, etc. It may also be used for expos, sales events, trade shows, etc.

Alcohol may be consumed on the premises. If the event is professionally catered, proof of professional catering must be provided along with proof of liquor liability insurance naming the City of Rock Springs as an additional insured.

If alcohol will be served without a professional caterer an additional \$250.00 alcohol deposit will be required. If, in the estimation of staff, all signs of alcohol have been removed - both inside and outside of the building, the deposit will be refunded to the renter.

The capacity of facility is a **maximum of 227 persons**. There are stacking chairs, round and rectangular tables for your use.

Please complete the attached Rental Packet, including initialing all stipulations, and provide payment of fees and deposits to the City of Rock Springs Main Street/URA office, located at 603 S Main Street, Rock Springs, Wyoming. Incomplete applications will be returned for completion before your event date can be secured.



Contact the City of Rock Springs Main Street/URA office at (307) 352-1434 with further inquiries.

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RENTAL APPLICATION

Name: _____

Address: _____

Phone: _____

Rental Purpose: _____

Date/Time: _____

Attending: _____

Reservations are available to any group which agrees to comply with the attached stipulations as well as all local ordinance and state laws.

I have read and agree to the rules, regulations, and stipulations attached to this application.

Renter's Signature

Date

For City Use Only:

Date \$_____ Rental Fee Received: _____

Date \$_____ Deposit Received: _____



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RELEASE AND LIABILITY WAIVER

I _____,

(Please state name of business or organization you are representing, if any, below):

Hereby acknowledge that I have read and understand this Release And Liability Waiver and intend that it be legally binding upon me, my heirs, successors, administrators executors and assigns, as well as any legal representatives of the organization I am representing named above. I hereby waive, release and forever discharge the City of Rock Springs, its Governing Body, agents, directors, employees, boards and/or commissions, from any liability, claims, demands, rights and causes of action, of any kind or nature whatsoever, for damages arising from and/or by reason of any and all injuries, known and unknown, and consequences thereof, whether foreseen or unforeseen, sustained while on the premises of the City of Rock Springs facilities identified in this document, by myself, any agents, representatives or employees of my organization or association, or any invitees thereof. Furthermore, I will never institute any proceeding, action, litigation or suit in law or in equity against the City of Rock Springs, its Governing Body, agents, directors, employees, boards and/or commissions, for any damages of any kind or nature arising out of the use of the City of Rock Springs facilities identified in this document. Furthermore, I shall indemnify and hold harmless the City of Rock Springs, its Governing Body, agents, directors, employees, boards and/or commissions from any and all liability, loss, costs, and/or other obligation of any kind or nature arising out of, or resulting from any injury or loss related to the use of the City of Rock Springs facility identified in this document.

It is further expressly understood and agreed by and between the parties hereto that the **renter shall leave the premises in as good condition as existed prior to rental of the above City facility, reasonable wear and tear excluded, and, in the event that such is not the case, the renter agrees to be held liable for actual damages caused by any person(s) attending the function for which the facility**

was rented. Those persons attending the function for which this facility was rented shall be confined to the use of the rented facility only. No liability for injury to person(s) shall attach to the City for a violation of this condition and renter agrees to hold the City harmless for any violation of this condition.

The renter agrees to abide by all Federal, State, County and City rules and regulations, and by the Stipulations as outlined in the following page of this packet.

Sign: _____ Date: _____

Title: _____
(If representing business or organization)



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RENTAL STIPULATIONS

Carefully ***read and initial*** next to each Stipulation related to renting the Freight Station:

- _____ 1. I understand that alcohol may not be served at my event, unless it is professionally catered. If evidence of alcohol is found on the premises without proof of professional catering, my entire deposit will be forfeited.
- _____ 2. All festivities at my event must end by 12:00 a.m. (Midnight) unless no alcohol is to be served, in which case the ending time may be extended to _____.
- _____ 3. I will not allow guests enter the storage room or janitor's closet or disturb others in the building. I understand that offices in this building may be conducting business at all hours of the day, including weekends.
- _____ 4. I agree to clean the facility before I leave after the event has ended, according to the following standards:
- Dust and mop floors in entire facility. If anything is spilled on floors, it is required that the person renting the facility makes sure it is properly cleaned up. A mop and bucket are available in the janitor's closet near the restrooms, if wet cleanup is necessary.
 - Vacuum entryway mats. (Vacuum is in janitor's closet)
 - Glass doors and mirrors must be cleaned with glass cleaner to remove handprints and smudges.
 - Empty all trash containers and replace with new bags. Trash must be taken to dumpster located behind the building.
 - Wipe down visible stains in sinks and on toilet seats.
 - Wipe down all tables and chairs with soap and water. Make sure all sticky residues are removed. Tables and chairs need to be returned to their appropriate closets after cleaning.

- Any garbage or debris around the outside perimeter of the building needs to be picked up and thrown away.

- _____ 5. I agree to make sure that all doors are locked, and that lights are turned off before leaving the building.
- _____ 6. I understand that there is no smoking allowed in the building.
- _____ 7. I understand that dishes are not to be washed in the restroom sinks, as it clogs the drains.
- _____ 8. If the condition of the facility is deemed to be acceptable by the City of Rock Springs cleaning crew, my deposit will be ready for pickup no later than 2 – 6 weeks after my event has taken place.
- _____ 9. If the condition of the Freight Station is deemed to be unacceptable by the City of Rock Springs cleaning crew, my entire deposit will be forfeited.
- _____ 10. If any of these stipulations are not followed, my entire deposit will be forfeited.



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RENTAL INFO/CHECKLIST

Mail completed Rental Packet and Fee/Deposit payments to:

Rock Springs Main Street/URA

603 S Main Street

Rock Springs, WY 82901

Phone: (307) 352-1434

For City Use Only:

Approval of Deposit Being Returned:

Key Returned:

Date Deposit was Returned:

Deposits will be returned to renters approximately no later than 2 – 6 weeks after the event.