

# City of Sarcoxie

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Website: [www.sarcoxie.mo.com](http://www.sarcoxie.mo.com)



## Gene Taylor Community Building User Agreement

	Rental Rate	Basic Usage Deposit	Sound System Usage Deposit
4 hours or less	\$60.00	\$65.00	\$25.00
4 ½ hours and over	\$120.00		

GT Community Building reservations are made on a first come first serve basis. Half of the Rental Rate is due at time of reservation and is non-refundable. The City of Sarcoxie usage may cause rooms to be unavailable for use.

### GT Community Building Rules:

1. No smoking in the building. Please use the designated area outside the North Main Entrance.
2. Any unreasonable damage to the building or contents may result in a loss of your deposit as well as extra charges billed to the applicant. This excludes reasonable wear and tear. Please let us know if something breaks or does not work.
3. City of Sarcoxie reserves the right to cancel any scheduled use of the GT Community Building if operations should require it. In such case, every reasonable effort will be made to provide adequate notice.
4. No nails, staples, or tacks will be used in decorating the building.
5. The building must be cleaned after use on the day it was used.
6. Keys may not be picked up more than one business day prior to using the building and must be returned within one business day after use of the building. They must be picked up in person and can be returned either in person or by depositing them inside the drop box on the outside of City Hall.
7. User agrees to complete the After-Use Cleaning Checklist (Page 2) and return to City Hall with the key to the building. ***If the building is left in an untidy manner or if the keys are not returned, your usage deposit will not be refunded and any other damages will be billed to the applicant.***