



**TOWN OF LINGLE**  
**COMMUNITY CENTER RENTAL AGREEMENT**  
**233 Main Street Lingle, WY 82223**

This contract is by and between the Town of Lingle and \_\_\_\_\_ (renter) to document rental and use of the Lingle Community Center on \_\_\_\_\_ date(s).  
This building will be used for: \_\_\_\_\_.

Renter agrees to the following terms:

- Smoking, vaping, or tobacco use of any kind is strictly prohibited in the building.
- **Under no circumstance will items be adhered to the walls, ceiling, windows, doors or floor by any means such as but not limited to: thumb tacks, tape, nails, screws, hooks or adhesive techniques of any kind.**
- Use of tables and chairs is included in the Main Hall or Meeting Room Rentals. All tables and chairs **MUST** be cleaned after usage. If the cleaning fee was paid, you the renter, **AGREE** to clean and store the tables and chairs.
- The facility will be shown to the renter before renting so they know the condition it must be in to receive their deposit back.
- Rental rates to businesses who will conduct business in the Community Center will be double.
- Renter is responsible for securing the key to the Community Center prior to their event during office hours. Once the key is turned back in and the Community Center passes inspection, the deposit will be returned. If the building, or any part thereof, is damaged or not fully cleaned, fees & costs to remedy the failure will be assessed. Any deposit will be applied first and any remaining fees and costs will be due and owing. If payment is not provided within thirty (30) days of the mailing of the notice of failure, further legal action may be taken to pursue payment.
- All participants agree to use the facility at their own risk and comply with ALL health mandates.
- The renter shall indemnify, defend and hold harmless from any claim of the damages or injuries to property or person(s), including litigation costs and attorney fees incurred by the Town of Lingle in defending any indemnification claim.
- If alcohol/food is to be served as part of the event **the proper alcohol/food permits are required**. Town of Lingle and State of Wyoming permits are required for events that serve alcohol/food. **Apply at least one month in advance to ensure proper permits are in place for your event.**
- Renter responsible for replacement of Public Address System/Wireless Mic System/Speaker Stands if damaged.
- Not responsible for personal items left in the Community Center after your event concludes.

Renter Responsibilities:

- Replace all furnishings back into original places, empty trash and place into brown dumpster(s); behind Community Center. ALL TRASH MUST BE PLACED IN BROWN DUMPSTER(S).
- You are responsible to clean the areas you use. Including sweeping and mopping floors and vacuuming all carpet and rugs.
- If kitchen used cleaning shall include the oven/stove, microwave, refrigerator but not limited thereto. Any beverages/food items left will be disposed of.
- Sinks must be disinfected and water spots removed.
- All counter tops need to be wiped down with a disinfectant.
- Hot pans, skillets or cooking utensils of any kind are **NOT** to be placed directly on the counter top.
- Restrooms must be cleaned.
- All portions of the Community Center rented and/or used must be cleaned.
- Please wipe down all doors that you use with cleaner/window cleaner for glass.
- **Agrees to comply with all posted cleaning and usage instructions.**

**\*\* REMEMBER THIS BUILDING MUST BE CLEANED TO MEET HEALTH INSPECTION REQUIREMENTS\*\***  
**\*\*IF BUILDING FAILS INSPECTION OR ANY PART OF THIS CONTRACT IS VIOLATED, NO DEPOSIT WILL BE RETURNED\*\***  
**\*\*RENTER IS RESPONSIBLE FOR ANY AND ALL DAMAGES CAUSED DURING RENTAL PERIOD\*\***  
**\*\*ALL PARTICIPANTS USE THE BUILDING AT THEIR OWN RISK AND MUST COMPLY WITH ALL HEALTH MANDATES\*\***

**RENTAL RATES:**

Deposit	\$200		\$200.00
Community Center/Kitchen	\$200	Full Day (more than 4 hours)	\$
Community Center/Kitchen	\$100	Half day (less than 4 hours)	\$
Meeting Room	\$75		\$
Sound System	\$100		\$
Cleaning service	\$150		\$
Total			\$

**YOUR RENTAL TIME INCLUDES SETUP AND TAKE DOWN FOR YOUR EVENT**

Will you be using the stove? YES NO (Circle one please) **Council Bureaus are not to be used/moved during your event.**

Deposit and Rental Paid: Deposit \$200.00 Rental \$ \_\_\_\_\_ Receipt#: \_\_\_\_\_

Pre-Rental Inspection Completed: Renter \_\_\_\_\_ Town Rep. \_\_\_\_\_

Community Center keys issued to: \_\_\_\_\_. Date keys returned \_\_\_\_\_  
Renter Signature (sign and date)

Post-Rental Inspection Completed: Renter \_\_\_\_\_ Town Rep. \_\_\_\_\_ Date \_\_\_\_\_

Deposit Returned (circle one): Yes No Date deposit returned \_\_\_\_\_.

Reason deposit not returned (if applicable) \_\_\_\_\_.

Date Notice of Failure mailed to renter (if applicable) \_\_\_\_\_.

The prevailing party in an action brought for the recovery of rent or other moneys due to or to become due under this agreement or by reason of a breach of any contract herein contained, or for the recovery of the possession of said premises, or to compel the performance of anything agreed to be done herein, or to recover for damages to said property, or to enjoin any act contrary to the provisions hereof, shall be awarded all the costs in connection therewith, including but not by way of limitation, reasonable attorney's fees.

**I have read and agree to comply with all terms stated in this rental agreement.**

\_\_\_\_\_  
Signature of Renter Printed Name Date

\_\_\_\_\_  
Renter contact phone number Renter mailing address

\_\_\_\_\_  
Renter physical address

\_\_\_\_\_  
Town Representative Printed Name Date

## Temporary Food Permit

### Temporary Food Permit Guidance:

A temporary establishment is an establishment that operates for a period of no more than fourteen (14) consecutive days in conjunction with a single event or celebration. A temporary sampling establishment means an establishment that operates for a period of no more than fourteen (14) individual days within three (3) consecutive months in conjunction with farmer's markets or other events held at a single location.

Under Wyoming Statute §35-7-124(a), "any person processing, distributing, storing or preparing any food for sale shall obtain a license from the department of agriculture or a local health department [and] no food establishment shall serve, hold for sale or sell food to the public without a valid license." Under Wyoming Statute § 35-7-110(a)(xiii)(C), alcoholic beverages "subject to the Federal Alcohol Administration Act" are considered "food." Under Wyoming Statute § 35-7-110(a)(xi), an "establishment" includes "any place or any area of any establishment in which foods ... are displayed for sale."

The fee for a temporary establishment license or temporary sampling license is \$25.00 unless the permit is for a non-profit then the fee is waived. The permit can be obtained from your regulatory authority or local health inspector. For a complete listing of the regulatory authority in your area or local inspector by county please visit:

<http://agriculture.wy.gov/divisions/chs/contacts>.

### Local Contact:

Jerry Fogg  
Inspection Specialist II  
2753 State HWY 157  
Lingle, Wyo 82223  
jerry.fogg@wyo.gov  
(307) 837-2746

## **LINGLE COMMUNITY CENTER**

### **Renter Responsibilities**

- Replace all furnishings back into their original places, empty trash receptacles-ALL TRASH MUST BE PLACED IN THE **BROWN DUMPSTER(S)** behind the Community Center. **Replace trash bags with clean ones (supplied).**
- You are responsible to clean the areas you use. Including sweeping and mopping floors and vacuuming all carpet and rugs.
- The floors **MUST** be swept **and** mopped – regardless of the rental time.
- All scuffs and spills **MUST** be wiped off the walls, windows and doors.
- If kitchen is used cleaning shall include the oven/stove/hood, microwave, refrigerator, sinks, floor, countertops but not limited thereto. Any beverage/food items left will be disposed of.
- Sinks must be disinfected and water spots removed.
- All counter tops need to be cleaned and wiped down with a disinfectant.
- Hot pans, skillets or cooking utensils of any kind are **NOT** to be placed directly on the counter top.
- Restrooms **must** be cleaned and disinfected entirely including: toilets, urinals, sinks, mirrors, floors, all metal surfaces etc., and garbage's emptied and removed. Garbage bags **MUST** be replaced with clean ones (supplied).
- Tables **and** chairs **MUST** be cleaned and placed back in the storage room- Stack chairs and tables like the picture. If you pay the cleaning fee you are still required to clean and put the chairs and tables in the storage room.
- Please clean all entrance doors/windows with cleaner/window cleaner for glass.

**\*\* REMEMBER THIS BUILDING MUST BE CLEANED TO MEET HEALTH INSPECTION REQUIREMENTS\*\***

**\*\*IF BUILDING FAILS INSPECTION, NO DEPOSIT WILL BE RETURNED\*\***

**\*\*RENTER IS RESPONSIBLE FOR ANY AND ALL DAMAGES CAUSED DURING RENTAL PERIOD\*\***

**\*\*ALL PARTICIPANTS USE THE BUILDING AT THEIR OWN RISK AND MUST COMPLY WITH ALL HEALTH MANDATES\*\***