



APPLICATION FOR THE
Crete Carrier Room Grant

SECTION ONE: APPLICANT INFORMATION

Name of Applicant/ Organization: Friends of the Crete Public Library

Contact: Jessica Wilkinson

Address: 1515 Forest Ave.

Phone: ~~888~~ 402-826-3809 E-mail: Jessica.Wilkinson@crete.ne.gov

Description of Event: Author visiting to discuss her book +
the Friends are hosting this event

Date and Time of Event: 11-16-24 Time: 6-8pm

City Sponsor/Advocate: Jessica Wilkinson

SECTION TWO: COMMUNITY PURPOSE

Mission of the Event/Organization: The author of our community
Crete Reads book is coming to visit the library +
talk about her book.

Community Served by the Organization: City of Crete, NE

SUPPORTING DOCUMENTATION

Please attach copies of the following documents with your application (check all that apply). Failure to attach proper documentation may result in a delay in processing your application for assistance.

- ☒ Event Program or Invitation
- ☐ Documentation supporting the Mission of the Organization or Event.
- ☐ Copy(ies) of driver's license or other legal photo identification for individuals responsible for the event.
- ☐ Proof of Insurance
- ☒ Crete Carrier Room Rental Agreement

Please mail or bring this signed application and required documents to:

City of Crete
243 E. 13th Street, PO Box 86
Crete, NE 68333

CRETE CARRIER COMMUNITY ROOM RENTAL

(150 Capacity)

REQUEST FORM

Date of Event: 11-16-24 Times of Event: 3pm - 8pm
Name: Jessica Wilkinson Phone #: 308 940 2986
Address: 1515 Forest Ave. City State Zip: Crete NE 68333
Type of Event: Author Talk + Friends Reception
of Round Banquet Tables: 0-12 12 # of Rectangular Tables: 0-32 4
of Chairs: 0-150 100

☒ Check if using Kitchen

☒ Check if Audio/Visual Equipment Needed

Fees:

Weekends & Holidays \$150.00/day

Weekday \$25.00/hour
\$150.00/day

Audio/Visual \$50.00

Emergency Number: 402-381-8396

Deposit:

\$350.00 Cash deposit

\$50.00 Hold date fee only (non-refundable)
with remaining \$300 due before using facility

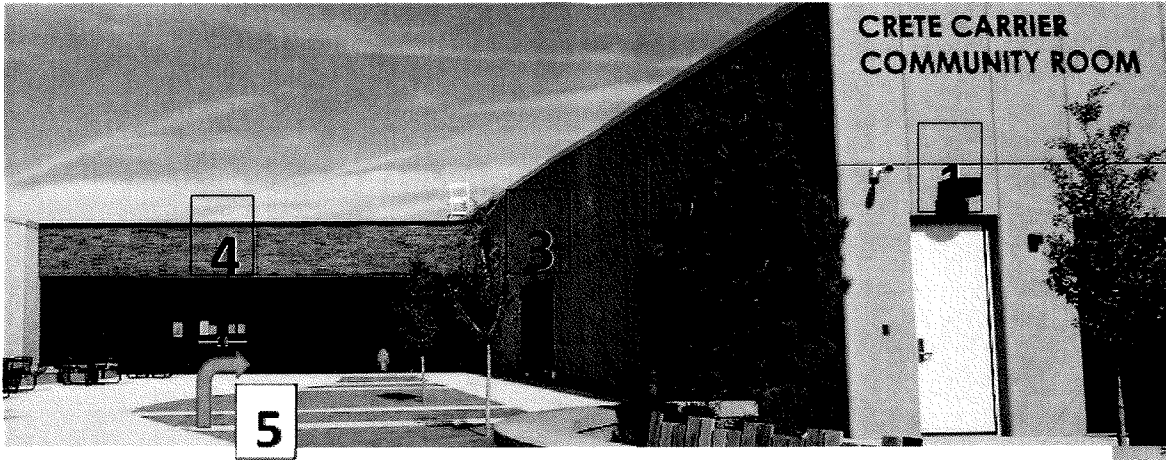
Checklist

- ☐ Signed Contract
- ☐ Certificate of Insurance
- ☒ Alcohol – requires additional contract 4 weeks in advance

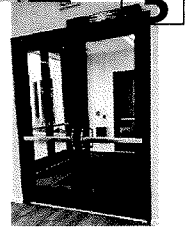
All events must end by 10pm central time and the renters must clean the event space and leave by 11pm central time.

NO PINS OR NAILS IN WALLS DO NOT DRIVE ON SIDEWALKS

Community Room Door Access



- ✓ Key card entry points are Door 2, Door 4, and Door 5 (Vestibule door to the right)
- ✓ Door 4 is open during library hours.
 - Mon. & Fri. 9:00 – 5:00, Tue., Wed. & Thu. 9:00 – 7:00, and Sat. 9:00 – 4:00.
 - Closed on Sunday.



- ✓ After entry with the key card the doors will relock automatically.



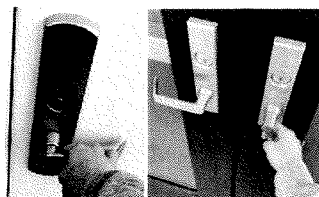
- ✓ Do not operate locks on Door 2
- ✓ Door 3 may be unlocked to allow guests in and out of the Community Room ✓



Door 3 must be locked before leaving. As seen:

- If the lock will not click fully inward, push door open slightly holding the lock until it latches. Listen for the "click." Repeat if needed on both sides.

- ✓ Ensure Door 1 is fully closed.
- ✓ After the final person has left please check each door by pulling on the outside handles.



Things to do before leaving the Community Room
(You are responsible for all equipment & cleaning supplies)

Bathrooms Mop floors
Clean toilets and sinks with sanitary cleaner
Empty trash

Kitchen Mop floors
Clean sinks and counter tops with sanitary cleaner
Empty trash

- Sweep and mop all floors and entry way
- Clean finger prints off entry doors and windows
- Pick up all trash and throw into outside dumpster
- New garbage bags need to be put in trash cans
- Return tables and chairs to where they were
- Vacuum carpet
- Lights need to be turned off
- No decorations are to be hung
- Thermostats may ONLY be regulated by City personnel
- Contact emergency number if you have questions or concerns.

CITY OF CRETE, NEBRASKA
EVENT CONTRACT – COMMUNITY ROOM

This agreement is entered into between the City of Crete, Nebraska ("City") and Crete Public Library ("Lessee") upon the date of signature by both parties.

AGREEMENT:

In consideration of the mutual promises and understandings of the parties set forth below, the parties agree as follows:

- §1 Lessee shall be entitled to possess and use the Community Room and nearby restrooms ("Premises") located at 1515 Forest Avenue solely for the following event:

Event Description: Author Talk

Event Date & Time: 11-16-24

Lessee may reserve the use of the kitchen facilities within the Premises for an additional fee.

Lessee shall not have exclusive use of the City's facilities and shall conduct its activities so as not to interfere with activities or business carried on by the City or any other person using the City's facilities.

- §2 Lessee shall pay a rental fee of \$25.00 per hour for the use of the Premises and shall provide a \$350.00 cash or credit security deposit. The City may require all or part of any fees, charges, or deposits to be paid at the time a reservation is made. Sales tax shall be required on all fees and charges paid to the City unless Lessee is a tax exempt entity. Such taxes shall be in addition to all amounts set forth herein.
- §3 Lessee may use the audio visual equipment that already exists in the Premises. The City shall set up and, if needed, operate the equipment for an additional charge of \$50.00 per hour.
- §4 Lessee may use the furniture that already exists in the Premises. The City shall make the requested number of tables and chairs available, and Lessee shall be responsible for setting up and arranging such furniture within the Premises.
- §5 Lessee shall be responsible for inspecting any equipment or furniture before its use and accepts any equipment it uses on an as-is basis. Equipment shall be returned in the same condition, and Lessee shall be responsible for any damage or loss to the equipment or furniture beyond reasonable wear and tear.
- §6 Lessee or their agent shall be present at the Premises at all times throughout the event. Lessee shall provide adequate and appropriate supervision of and is solely responsible for all persons invited to, participating in, or associated with the event, and Lessee further understands and acknowledges that all city facilities are under video surveillance for the protection of city property.
- §7 Lessee shall be responsible for fully cleaning the Premises after the event is over, which includes, but is not limited to, picking up and properly disposing of all garbage, wiping down all tables and chairs, removing any decorations, and vacuuming and moping the floors.
- §8 No smoking, tobacco products, paint, ink, explosive or flammable substances, or hazardous, toxic, or caustic chemicals are allowed in any of the City's facilities.
- §9 Lessee shall not dispense or allow the use or consumption of any alcoholic beverage in violation of any federal, state, or local law, rule, regulation, or policy. Alcoholic beverages of any kind are prohibited unless an Alcohol Use Rider has been executed by both parties and attached to this contract.
- §10 All personal property, including equipment, furniture, and fixtures, placed, kept, or left in the Premises shall be so done at the sole risk of Lessee. The City shall not be liable for any damage or loss caused by theft, burglary, water, fire, or any other cause occurring on or about the Premises.

- §11 All uses of city facilities and services shall comply with any space usage or rental policies adopted by the City, which shall be incorporated herein by reference, and all federal, state, and local laws, rules, and regulations. Lessee shall be responsible for enforcing all such policies, laws, rules, and regulations on its agents, employees, and attendees.
- §12 Lessee shall provide adequate accident liability insurance for the event. An adequate insurance policy shall be, at a minimum, an occurrence general liability policy in the amount of \$1,000,000 that names the City as an additional insured. A Certificate of Insurance must be submitted to the City prior to the scheduled event date.
- §13 Lessee shall be responsible for and shall indemnify and hold the City harmless from any and all claims, demands, or actions made by any person for any loss or damage sustained based upon or arising out of the negligent or willful acts or omissions of Lessee, its employees, agents, invitees, or guests. Lessee shall have no right to indemnification or contribution from the City for any judgments rendered against it.
- §14 In the event public use of the Premises is interrupted because of any act or regulation of a political entity, epidemics, natural disasters, or other cause beyond the control of either party, this contract may be suspended or terminated by either party without prior notice, and neither party shall be liable for such suspension or termination.
- §15 The City's failure to insist upon the strict performance of any provision of this contract or to exercise any right based upon breach will not constitute a waiver of any rights herein. No custom or practice of the parties which varies from a term of this contract shall be a waiver of any party's right to demand exact compliance, and no conditions or provisions of this contract can be waived unless approved by the City in writing.
- §16 This contract shall be governed by, construed according to the laws and regulations of, and subject to the jurisdiction of the State of Nebraska.
- §17 This contract and any documents incorporated herein by reference or attached hereto constitute the entire agreement of the parties, and any representations or promises not contained within shall not be binding upon the parties.
- §18 This contract shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, heirs, and legal representatives.
- §19 This contract or any amendment to this contract may be signed in any number of counterparts; each of which will be considered an original, and all of which taken together will constitute one contract or amendment, as the case may be.
- §20 Each section, paragraph, clause, sentence, and word of this contract is intended to be severable. If any part of this contract or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other portions of this contract that can be given effect without the invalid part.

ACCEPTANCE PROVISIONS.

The parties acknowledge they have read and understand this contract, they agree to its provisions, and that it will be effective on the date when both parties have signed.

CITY OF CRETE	LESSEE
By: _____ (Signature of Authorized Official)	By: <u>Jessica W. Wilkins</u> (Signature)
_____ (Typed or Printed Name/Title)	<u>Jessica W. Wilkins</u> (Typed or Printed Name)
_____ (Date)	<u>10-3-24</u> (Date)