



1218 North Ingram Road  
Sikeston, Missouri 63801

### Usage Policy and Guidelines

We are pleased to be able to provide this facility for your event. We are proud of our community building. Please help us take care of the building by observing the following policies and guidelines for usage. If you have any questions or need any assistance, please ask our staff person on site or call DeAnna at 573-475-3212.

#### GENERAL INFORMATION:

**Hours:** The hours of availability are from 8 am to 1 am daily please take this in to consideration when scheduling your event, decorating & cleanup.

**Fees:**

Individuals seeking to reserve the building must be at least 21 years of age. **Holiday rentals** will be allowed **ONLY** if an attendant is available to work the event and will have an **extra \$50 charge added to the regular rental fees.**

Up to 4 hours	\$225
Full day (12 hours)	\$425

- You may **ADD** additional hours to the above times for \$25 per hour when you fill out your contract.

The building will be unlocked at your scheduled rental times. Remember to consider your decorating and cleanup time needed in scheduling your rental hours booked.

**\*An additional fee of \$50 per hour will be charged for each hour over your scheduled rental period and be deducted from your refundable damage deposit for rentals.**

**\*\*Individuals, organizations or businesses renting the building to stage a for-profit event will be charged a rental fee of \$625 with a \$600 refundable clean-up/ damage deposit for the 4-hour rental period with an overage fee of \$100 per hour for each hour over your scheduled rental period.**

WiFi access is available at the facility during your rental period.

**A deposit of \$200 must be posted to hold a reservation.** This amount will be refunded with all cancellations made at least 30 days prior to the reservation date. **The deposit is forfeited for any cancellations made less than 30 days prior to the reservation date.** Also a refundable **clean-up/damage deposit of \$200 will be required to be paid 30 days prior to reservation** for all renters. **The balance of all remaining fees must be paid 3 weeks prior to the reservation date.** Renters are responsible for the clean-up and removal of all items brought on the premises including decorations, food, dishes, etc. and all trash generated as a result of the renter's activity. Renters are responsible for wiping off counters, tables and chairs and dust mop floors. Cleaning supplies will be provided at the facility. ALL trash, decorations, food, and other items must be removed and taken home or must be properly disposed in the trash dumpster provided outside of our building. This includes all trash, décor or cigarette butts on our patio and surrounding areas. **If this outside area is left with cigarette butts, décor or other trash that our cleaning staff has to attend to you will incur charges for the additional cleaning time that will be deducted from your damage deposit.**

**Renters Initials**

**Renter's Liability:**

Renters are liable for **ALL damages** to the facility. For any damages exceeding the clean-up/damage deposit posted by the renter, **the renter must reimburse BMU in full for those damages within 10 days of being billed.** In failing to do so, the renter is subject to arrest on charges of destruction of public property and will incur the cost of damages plus a fine.

**We are not responsible for loss or damage to personal property or injury that may occur at the Bootheel Clubhouse facility.**

**No Smoking Policy:**

**Smoking is prohibited in the building.** If you allow smoking in our building during your rental, your clean-up/damage deposit will be assessed.

**Alcohol Policy:**

Alcoholic beverages will be permitted on the premises. **For any function involving the sale of alcohol (cash bar), a liquor license is required** and the renter must contact the City Treasurer at 471-2560 to insure compliance with all state and local laws and ordinances.

**Decorations:**

Renters using decorations must use table-top or free standing items. **DO NOT** tape, staple, tack or in any way attach decorations to the floors, walls, ceilings or furniture. **NO BURNING CANDLES ARE ALLOWED unless they are floating candles or regular candles in water-filled containers for centerpieces.** No persons shall deface the building.

**We reserve the right through our representatives to eject any person or persons from the building who is in violation of the policies listed above, municipal ordinances, and/or state and federal laws, and to terminate their even without refund. We are not responsible for injury or for any lost or stolen or damaged items.**

**Renters Initials**

**Bootheel Clubhouse  
Rental Agreement & Payment Log**

**CONTACT NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ *CITY:* \_\_\_\_\_ *STATE:* \_\_\_\_\_ *ZIP:* \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

<b>RENTAL DATES/TIMES:</b>	<i>DAY</i>	<i>DATE</i>	<i>FROM:</i>	<i>TO:</i>	<i>HRS</i>
			<i>AM/PM</i>	<i>AM/PM</i>	
			<i>AM/PM</i>	<i>AM/PM</i>	
			<i>AM/PM</i>	<i>AM/PM</i>	

\$225 OR \$425 BASE RENT			* <b>CHOOSE</b> 4 HOURS (\$225) OR 12 HOURS (\$425) \$200 OF THE RENT TOTAL IS DUE AT TIME OF BOOKING.  * <b>DAMAGE DEPOSIT</b> WILL BE REFUNDED WITHIN 10 DAYS OF RENTAL UNLESS PENALTIES HAVE BEEN APPLIED.  * <b>\$25</b> PER ADDITIONAL HOUR			
DAMAGE DEPOSIT	+	200.00				
____ ADDITIONAL HOURS	+					
<i>TOTAL</i>	=					
<i>PAYMENTS</i>		<i>\$ DUE / DATE DUE</i>	<i>\$ PAID</i>	<i>DATE PAID</i>	<i>REMAINING BALANCE</i>	<i>STAFF</i>
CHECK #   CASH   CC						
CHECK #   CASH   CC						
CHECK #   CASH   CC						
CHECK #   CASH   CC						
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**A damage/clean-up deposit in the amount of \$200 in the form of a separate check or cash is also required 30 days prior to event. Full payment is due within 14 business days of the reservation.** If any person or organization cancels less than 30 days prior to the reservation date, they will forfeit their initial deposit. If a cancellation is made more than 30 days in advance, renters will be refunded their entire fee.

**By signing this agreement, I acknowledge that I have received and read all of the rules and fees pertaining to the community building. I understand that all rules must be followed at all times during the rental period.** The individual who signs the contract is the responsible party and must remain until the closing of the event.

\_\_\_\_\_  
**RENTER'S SIGNATURE**

\_\_\_\_\_  
**DATE**

## **Renter's Clean-up/Responsibilities**

- 1. Reminder:** Be sure to keep your rental on time with the hours you have scheduled so you are not charged the **\$50/hour overage fee**. Flameless, floating candles in a water filled arrangement only **no other burning candles are permitted**. All furniture provided with the building is for **indoor use only**. **No smoking is permitted in the building**. **All food scraps need to go in the trash can not in the sink**, if you scrape food into the sink and it has to be cleaned out you will be charged for extra cleaning time and/or the plumber.
- 2. If you bring it into the building, take it with you when you leave or put it out with the trash!** ALL trash, decorations, food, and other items must be removed and taken home or properly placed in the trash dumpster available outside the building. Tables and chairs must be cleaned and building free of all items not furnished at the time of rental. We have plenty of trash receptacles and trash bags to assist with this part of clean-up. **There is a dumpster outside for you to dispose of your full trash bags.**
- 3.** Wipe off all tables, chairs and counter tops used for your event. We have rags and spray cleaner available for this part of the clean-up as needed. **Stack chairs in groups of 6** for the attendant to dolly, load the tables **tops facing each other** on to table carts the attendant will assist you if needed.
- 4.** If you use the kitchen, *you are responsible for clean-up of all tables, counter tops, sinks, and appliances* used in these areas. Again, cleaning supplies will be available for your use.
- 5.** Dust mop/sweep the floors of the area(s) used for your event. This includes the main room and/or kitchen. Dust mops or brooms will be made available for your use. **If your decorations included glitter be sure you have it cleaned up if our cleaning person has to spend extra time getting glitter off the walls, floor and trim your damage deposit will be assessed for the extra cleaning time required.**
- 6.** If you have a spill during your event that needs immediate attention, please ask our staff person on site for mops or supplies you need.
- 7.** All trash, cigarette butts or party decor on the patio area is to be swept up and put in the trash dumpster as well. **If this area is left with cigarette butts, decor or other trash that our cleaning staff has to attend to you will incur charges for the extra cleaning time that will be taken from your damage deposit.**

We are proud of this facility and happy to make it available to you for your event. Your help in keeping in clean and attractive is GREATLY appreciated. THANK YOU! If you have any additional questions, please call DeAnna at 573-475-3212 or 573-620-3310.