

**\$35 for 1/3 of the room per day + \$400 CASH refundable security deposit**  
**\$50 for 2/3 of the room per day + \$400 CASH refundable security deposit**  
**\$100 for the entire room per day + \$400 CASH refundable security deposit**

**AVAILABLE RENTAL HOURS ARE FROM 6AM-10PM**

**\*You must have everything cleaned and all parties must exit the building by 10PM\***

**Please write two checks, one for room rental and one for the security deposit.**

There are (18) 9-foot tables available for use and 112 stackable chairs. The setup of the room is your responsibility; additional tables and chairs are located in the storage room (last door in hallway). Please do not use tape, pins or nails on the walls.

**You must call or email the City Hall by 5:00 p.m. the Friday prior to your event to set up times for the doors to be unlocked. If you fail to do so the doors will be locked and you will not be able to enter the building.**

Cleaning supplies are located under the sink or in the janitorial room and the vacuum cleaner is located next to the refrigerator. The ENTIRE BUILDING is expected to be returned to the condition you found it in. Trash must be bagged and placed in the dumpster outside on the north end of the building. If the building and room are not cleaned (within reason), you will forfeit your security deposit.

The key to access the storage and janitorial room is located in the drawer next to the sink. Please do not remove the key from the building, and make sure it is returned to the same drawer. If for any reason the key is missing, you will forfeit your security deposit.

**Also- please note that this building is under surveillance 24-hours a day by various cameras throughout the building.**

**No live bands, DJ's or excessively loud music is allowed. If you violate any of the restrictions you will forfeit your security deposit and could be charged for other damages.**

**Failure to follow any of these policies will result in loss of security deposit.**

**PUBLIC LEARNING CENTER RENTAL AGREEMENT**

\_\_\_\_\_  
**Your Name/Organization**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Date of Reservation**

\_\_\_\_\_  
**Function/Activity**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Time Range**

**Signature** \_\_\_\_\_

**Will there be alcohol? YES or NO**

**ALCOHOL BEVERAGE LICENSE**

\_\_\_\_\_ is hereby authorized to have alcohol in the City owned building and agree/acknowledge that there will be no illegal consumption of alcohol by minors.

\_\_\_\_\_  
City Clerk/Treasurer

\_\_\_\_\_  
Date

**Questions/Problems please call:**

**City On-Call Phone 715-223-3444 x 256**

**OR Colby/Abby Police 715-223-2313**