

VILLAGE OF ADA

Ada Village 1887 Historic Railroad Depot

Rules and Regulations for Rental

To be distributed to all applicants applying for use of the Depot

The Ada Historic Railroad Depot is of historic value to the present citizens of Ada, as well as to future generations. As such, the Depot should be enjoyed and utilized as a rental space by the public. To encourage public use and appreciation by individuals, organizations, and groups, the following rules and regulations have been established by the Ada Village Council. These rules and regulations must be followed for any rental of the Depot.

1. **Application for Use:** All persons, organizations and/or groups must apply in writing for rental of the Depot. Application can be made at the Ada Police Department. Written application must be made at least 24 hours prior to the date of the event. The applicant must be the primary user of the Depot and such use shall not be assigned to any other person. Applicant must be 21 years of age or older. Any event involving children must be supervised by adults at all times. Applicants may rent the facility up to twelve (12) times per year.
2. **Rental Fees:** The rental fee for the use of the Depot is \$60.00 per reservation. All rental fees and security deposit must be paid in full at time of application at the Ada Police Department. Checks are made payable to "Village of Ada."
3. **Security Deposit:** The security deposit for use of the Depot is \$75.00 per reservation. All reservations, with the exception of those made by the Village of Ada Administration, must include payment of the security deposit. The security deposit is refundable if all of the rules set forth herein are followed. If the condition of the Depot passes inspection by the Village of Ada following the use of the Depot, the deposit will be refunded by mail within thirty (30) days of the conclusion of the event.
4. **Cancellation:** Cancellation of the reservation by the applicant must be made to the Ada Police Department no later than five (5) days prior to the event. The rental fee and security deposit shall be refunded by the Village of Ada Fiscal Officer within thirty (30) days of the cancellation.
5. **Procedure for the day of rental event:** Keys are not distributed to the public. The applicant may go to, or call, the Ada Police Department, to request an officer meet him/he at the Depot for it to be unlocked. At the conclusion of the event, the applicant must contact the Ada Police Department so an officer can check the Depot to make sure everyone has left the building and to lock it.

6. **Food:** Food may be served in the Depot. All food and trash must be bagged, and bags must be placed in the containers provided onsite. Failure to do so will result in the revocation of the security deposit.
7. **Alcohol:** Alcohol is permitted on the premises; however, the sale of alcohol is strictly prohibited on the premises. Alcohol must stay within the building or on the patio area directly north of the building. Alcohol is not permitted in the parking lot or park area. No person under the age of 21 shall possess, consume, or shall be served alcohol on the premises.
8. **Tables and chairs:** Tables and chairs are available for use. Tables and chairs must be put back as they were found upon entering the Depot.
9. **Interior:** Wall hangings and other decorations are not to be taken down or removed. No staples, nails and/or tape are to be used on the walls, windows, and/or doors. A vacuum and broom are available in the Depot for cleanup. All lights and faucets shall be turned off before leaving the building at the end of the event. Any changes made to the thermostat must be put back to the settings prior to the event.
10. **Inspection:** The Village of Ada will inspect the Depot following an event. If applicant has not complied with all of the rules set forth herein, the security deposit will not be refunded.
11. **Smoking is prohibited:** At all times, the Depot is a smoke-free facility. Any cigarette butts left out around the exterior of the building or in the park must be picked up as part of the event cleanup of the facility.
12. **Open Flames:** Open flames are prohibited. At all times, there are to be no open flames. This includes candles, birthday candles, and/or anything that is ignitable etc.)
13. **Phone:** A phone is not available for emergency use in the Depot. As such, the applicant agrees to have a cell phone in his/her possession at all times while on the premises.
14. **Liability:** The Village shall not be responsible for any loss, damage, or injury resulting from use of the Depot and its premises. Further, the Village is not responsible for loss of any kind to any equipment or personal property used as a part of the rental caused by electrical surge or outage, fire, wind, flooding, theft, water or any means beyond the control of the Village. The applicant is responsible for any damage to the Depot, including the premises and/or any fixtures therein, as a result of the rental. If the property is damaged, the security deposit is surrendered to apply to the cost of the damages. The applicant is responsible for any costs above and beyond the security deposit.
15. **Modification:** These rules shall be amended, modified, or revoked upon passage by the Ada Village Council.