



# Alburnett Community Room Rental Agreement

## Renter Contact Information:

Renter Name: \_\_\_\_\_ Reservation Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

(Optional) Alternate Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Estimated number of people attending the event: \_\_\_\_\_ (75 Max/seating up to 50)

Are you 21 years of age or older? Yes  No  (see "Reservation/Payment Policy")

Will there be entertainment and/or music during the event? Yes  No

## Rental Fees (Daily): Due ten (10) business days prior to reservation.

Weekend Rates (Friday- Sunday)

\_\_\_\_\_ \$200.00 for Alburnett residents

\_\_\_\_\_ \$250.00 for non-Alburnett residents

Weekday Rates (Monday-Thursday)

\_\_\_\_\_ \$150.00 for Alburnett residents

\_\_\_\_\_ \$200.00 for non-Alburnett residents

*The rates for **Alburnett residents** are for individuals whose primary residence is within Alburnett city limits. For **non-profit organizations**, there shall be no rental fee.*

## Damage Deposit: Due at time of reservation.

\_\_\_\_\_ \$200.00 for all reservations (unless otherwise noted below)

*For **non-profit organizations**, the damage deposit shall be paid as follows:*

- public event** - no damage deposit required (open to all general public to attend)
- private event** - damage deposit required (private event with limited attendance)

Renter's initials: \_\_\_\_\_

Reservation/Payment Policy: The City of Alburnett requires a responsible adult, age 21 or over, to sign this rental agreement and oversee the event. This person must be present at the facility during the entire rental period.

Payment of the damage deposit is required to hold a reservation. The rental fee is due ten (10) business days prior to your reservation. **A late fee of \$50.00 will be assessed to payments made after this due date.**

Payments should be made by check, payable to "City of Alburnett" and dropped off at City Hall (103 E 1<sup>st</sup> Street) during regular business hours or mailed to City Hall (PO Box 326, Alburnett, IA 52202).

(Reservation/Payment Policy continued)

The reservation is for the entire day, regardless of if it is used. Everyone, including Renter, must be out of the facility and off the premises by **10:00 p.m.** on the date of the event. To make accommodations for accessing the facility for your event, please contact City Hall (319-842-2692) the week prior to your event. Access to the facility shall be guaranteed by 8:00 a.m. the day of the event. No access shall be permitted prior to or after the reservation date without a separate rental agreement for such additional days.

Renter's initials: \_\_\_\_\_

**Cancellation Policy:** In the event of a cancellation, a refund will be issued if notice of cancellation is given more than ten (10) business days prior to reservation date. Cancellation of less than ten (10) business days shall result in the forfeiture of entire damage deposit.

Renter's initials: \_\_\_\_\_

**Cleaning Policy:** Renter is responsible for cleaning the Community Room after use, including bathrooms, kitchen, and all facilities therein. It is also the responsibility of Renter to restore the rented area to the condition existing prior to Renter's occupancy, which includes, but is not limited to, returning tables and chairs to their original location. A checklist including cleaning requirements will be provided upon reservation. If the Community Room is not cleaned to the standards required and additional services for cleaning are necessary, these services will be withheld from the damage deposit at a rate of \$75.00/hour with a one (1) hour minimum. Cleaning standards are to the sole discretion of City of Alburnett officials and staff.

Renter's initials: \_\_\_\_\_

**Damages:** Any damage to the Community Room and facilities therein, or to any city-owned property or equipment caused during Renter's use and occupancy will be withheld from the damage deposit at the full cost of necessary repair or replacement. The assessment and determination of damages shall be at the discretion of City of Alburnett officials and staff.

Inventory will be taken after each event and if any items are missing, the city may deduct the cost of missing item(s) from the damage deposit to cover the replacement of such items.

If a key card provided to access the facility is lost or damaged, there will be a \$50.00 replacement fee.

Renter acknowledges responsibility for any additional costs which exceed the amount of the damage deposit. If the city finds it necessary to use other remedies to recover damages (legal fees, collection fees, administrative costs, etc.), Renter acknowledges responsibility for such costs and agrees to reimburse the City of Alburnett for such costs within sixty (60) days.

Renter's damage deposit check will be shredded following the rental period, provided there are no damages, repairs, or cleaning issues. The city shall notify Renter of any issues within three (3) business days following the reservation.

Renter's initials: \_\_\_\_\_

Indemnification and Termination: The City of Alburnett reserves the right to terminate Renter's event at any time, retain all or any portion of the damage deposit and assess the Renter for any costs that exceed the amount of the damage deposit, in the event of failure by Renter to comply with any part of this Agreement.

Renter hereby agrees to indemnify, defend, and hold harmless the City of Alburnett, including city staff and officials, from any loss, claim, liability, damage, and/or injury to persons and property that in any way may be caused in whole or in part, by or occur during Renter's use or occupancy of the Community Room and facilities therein.

The City of Alburnett reserves the right to refuse service to anyone.

Renter's initials: \_\_\_\_\_

### Rules and Regulations:

- ✓ The Community Room will be rented on a first come, first serve basis and payment of the damage deposit is required to hold a reservation.
- ✓ Any complaints of noise or reports of unlawful activity will be enforced by the Linn County Sheriff's Department.
- ✓ All trash shall be taken out at the end of your event. There is a dumpster provided for this purpose on the North side of the building.
- ✓ All items brought in for an event must be removed prior to leaving the building. Any items left behind may be discarded.
- ✓ No decorations or other items may be placed or mounted on walls.
- ✓ Tables and chairs are provided for use during event. Tables and chairs may not be removed from the facility.
- ✓ Renter is responsible for putting tables and chairs back in their original locations and restoring rental area to the condition existing prior to Renter's occupancy.
- ✓ Renter is responsible for providing any items necessary for event including, but not limited to dishes (plates, bowls, cups, etc.), eating and serving utensils, cutlery, pitchers, etc.
- ✓ Access to TV screens/monitors is available for use during an event at the request of Renter.
- ✓ Smoking is not permitted in the Community Room or anywhere on the premises.
- ✓ The building shall not be left unattended while unlocked.
- ✓ No animals, except service dogs, will be allowed in the Community Room.

*(Rules and Regulations continued)*

- ✓ No rice, confetti, glitter, rose petals, silly string, birdseed, candles, or water beads are permitted in the Community Room. (Bubbles are permitted.)
- ✓ No fog machines, smoke machines, theatrical smoke, fireworks, candles, sparklers or similar items or devices are allowed for use on the premises.
- ✓ Any Linn County Sheriff's Deputy shall be permitted entrance to the Community Room at any time to ensure the safety and welfare of the people within.
- ✓ If the fire alarm goes off, the building must be evacuated and 911 called for immediate emergency response. No one shall be permitted to re-enter the building until the proper authorization is given. See additional Emergency Procedures below.
- ✓ The City of Alburnett retains the right to access the facility at any time, including during an event.
- ✓ The City of Alburnett is not responsible for lost, damaged, or stolen personal property before, during, or after an event.

Violations of any of the above-described rules and regulations may result in the forfeiture of the damage deposit. The city may, at its discretion, prohibit future use of the Community Room to any renter who has exhibited maliciousness or negligence relating to any part of this Rental Agreement.

Renter's initials: \_\_\_\_\_

## *Emergency Procedures*

### **In the event of an emergency, call 911**

#### **In case of a fire...**

Direct all parties to leave the Community Room immediately using any of the marked exits. Check restrooms for individuals before exiting and complete a head count to ensure everyone has safely exited the building. Notify emergency responders immediately if you are unable to account for someone.

#### **In case of a tornado...**

During inclement weather, monitor storm and tornado warnings. If a tornado warning is issued or if you hear tornado sirens, immediately direct all individuals to take cover in the hallway leading to the restrooms. If necessary, use restrooms to ensure a safe interior space for everyone.

Notice: Community Room has an active video surveillance system for security.

*I, the undersigned, hereby state that I have read the above and foregoing contract "Alburnett Community Room Rental Agreement," that I understand all the terms therein and agree to be bound thereby. I further agree that my use and occupancy of the Alburnett Community Room and the use and occupancy of the Alburnett Community Room by my guests will comply with all terms of this contract.*

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Alburnett

\_\_\_\_\_  
Date

For Office Use Only:

Date Application Received: \_\_\_\_\_ Damage Deposit Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Date Rental Fee Received: \_\_\_\_\_ Rental Fee Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

After Reservation - City Checklist:

- Locate Checklist completed by Renter (should be on Kitchen Counter in Community Room)
- Complete assessment and review of Checklist and applicable Cleaning Requirements
- Document (take photos if possible) and record any issues (cleaning, damage, missing items, etc.)
- Check cleaning supply inventory:
- If **NO ISSUES EXIST**, shred damage deposit payment check and notate date of destruction (see Checklist)
- If **ISSUES EXIST**, contact Renter and advise of any issues/concerns. Notate and document date contact made with Renter (see Checklist)
- Send e-mail (if provided) or letter to document such correspondence of issues