

COMMUNITY ROOM RENTAL AGREEMENT – 7305 AURORA AVENUE

Urbandale Parks and Recreation Phone#: 278-3963

This facility is air-conditioned. NO SMOKING IN THE BUILDING or on the surrounding property.

RENTAL FEES: RESIDENT NON-RESIDENT FEE

8:00 AM – 3:00 PM \$ 350 \$ 390

4:30 PM – 10:30 PM \$ 300 \$ 340

8:00 AM – 10:30 PM \$ 600 \$ 640

Contract # _____

Today's Date _____

The full amount of your check is deposited the date your contract is signed.

The City of Urbandale, Owner, and _____ as Lessee, hereby enter into the following Rental Agreement for the Community Room under the following terms and conditions:

1. Lessee shall have possession of the premises on _____ . Rental time is from _____ to _____. This **INCLUDES** your set-up and clean-up time. Occupying the facility early or staying past your specified time affects custodial cleaning and other rentals. Failure to observe your specified rental times will result in additional charges and/or withholding from your deposit (minimum \$50.00 fee). Even though a key is issued prior to the rental time, Lessee agrees **not** to occupy the building outside of the designated rental time _____ (*initials*)
 Rental is for the following **non-profit** activity: _____ .
 Approximate number of people at rental will be _____. (Max. 185) Lessee must be at least 21 years of age.
2. A key WILL be issued to Lessee for use of the room. Please pick up the key at the Park & Recreation office between 8:00 a.m. – 5:00 p.m. on _____. There will be a \$10.00 charge deducted from your deposit if the key is not returned. In case of *emergency during rental only*, please call the custodian at phone # XXX-XXXX.
3. Lessee shall pay a rental fee in the amount of \$ _____, said sum to be paid at the time of execution of the Agreement, the amount being computed according to the schedule or rent stated above.
4. If cancellation/changes are necessary, Lessee must cancel/change at least fourteen (14) days before rental date, or rental fee will NOT be refunded. Damage deposit will be refunded. Any cancellations or changes in rental dates and times must be done in person at Park and Recreation office. *Changes and/or cancellations cannot be made by phone.*
5. A deposit of \$ **200.00** is paid at the time this Agreement is executed and shall be refunded to Lessee (by mail approx. 2 weeks following rental) if all the regulations are abided by and the premises is left in the same condition after Lessee vacates as it was immediately prior to the occupancy thereof by Lessee and the key is returned. Any extra expenses incurred for additional cleaning by staff or representative will be deducted from the cleaning and damage deposit. **Do not place metal-footed tables or chairs on the floor surface, as this may result in tears or punctures.**
6. There are approx. 19 tables (15-8' and 4-6') and 185 chairs in the facility. All tables and chairs must be arranged according to the diagram on the back of this contract before Lessee is finished with rental. Trash must be collected in garbage bags and place in the proper receptacles at the outside rear of the building. Please see approved products for hanging decorations on back.
7. All appliances are commercial grade and are not to be operated by anyone under the age of 18. Lessee will not hold the City responsible in case of accident/injury as a result of improper use of appliances. Rental does not include any tableware, utensils, linens or coffee pot, etc.
8. The Lessee hereby warrants that he will be personally responsible for the cost of repair of any damage over and above that covered by the damage deposit. Lessee recognizes the City is not responsible for lost or stolen items of any kind.
9. **If alcohol will be present at rental, only bottles or cans are allowed. NO kegs are allowed.** If the day of your rental will include a cash bar or a venue that sells alcohol at this facility, you will need to acquire a license through the State of Iowa Alcoholic Beverage Division at www.iowaabd.com. This application can take up to 6 weeks. The State will notify the City of Urbandale when your application has been approved.
10. In consideration of the City of Urbandale renting the Community Room in question, Urbandale Police Officers shall have the right to enter said premises to determine if there are violations of the Urbandale code or State Code of Iowa. Renter does hereby agree to protect, indemnify, and hold harmless the City, its agents, employees, or representatives from all injury or damages to persons or property or claims thereof rising out of the Renter's event, and further be responsible for all expenses for litigation arising from any such claim. If any litigation on account of such claims shall be commenced against the City, its agents, employees, officers, or representatives, the Renter, upon notice thereof from the City, shall defend the same at the Renter's own cost and expense; and the record of any judgment rendered against the City on account of such claims for damages shall be conclusive as against the Renter, and entitle the City to recover the full amount thereof, with interest and costs and attorney fees incurred by the City and right of action therefore shall accrue to the City as soon as judgment shall have been rendered, whether the Renter shall have paid the amount or not.

(OVER)

(CONTINUED FROM FRONT)

11. If the activity will require the use of tent, canopy, membrane, bouncy house, etc.: Lessee will need to complete the online "Special Event Application Form" on the City website at <http://www.urbandale.org/formcenter/special-event-permit-application-6/city-of-urbandale-special-event-permit-a-48>
12. The parties hereto by signing and initialing this Agreement, hereby acknowledge that they have read this Agreement and understand the terms and conditions herein stated and agree to abide by the same. Failure to abide by all the rules and regulations as stated in this contract may result in denial of future rentals.

Lessee Signature _____	Address (please print) _____	City, ZIP _____	Home Phone _____	Cell/Work Phone _____
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Department Representative _____ Total Amount Paid: _____ + 200 (dep.) = _____

Deposit Requested (office use only): Date _____ Amt. _____ CASH or CHECK # _____

Credit Card _____

Community Room at Urbandale Senior Center
Please leave tables & chairs set up (as shown) after your event.

