



## PELLA COMMUNITY SERVICES DEPARTMENT

### Park Shelter Rental Agreement

DATE OF RENTAL: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_ SHELTER RENTED: \_\_\_\_\_

RENTAL CLASS(FEE): \_\_\_\_\_ PURPOSE OF RENTAL: \_\_\_\_\_

RENTER'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

By signing this agreement, the renter agrees to the following conditions:

RENTER acknowledges that no refunds are given for the cancellation of a Park Shelter rental; however, the rental may be transferred to another date if 3 days advance notice is given.

RENTER agrees to leave the facility in a clean, neat orderly condition. The facility will be inspected after each rental to ensure that the facility is returned to the proper condition. This inspection will consist of all the items included on the attached cleaning checklist. The renter will be charged a minimum of \$30/hr for any cleaning or maintenance that is required to bring the facility back to the proper condition. Costs for materials associated with repair, maintenance or clean-up will be billed to the renter in addition to the hourly charge. If staff overtime is required, those hours will be billed to the renter at the rate of \$45/hr. In the event the renter does not abide by the conditions of the rental agreement, the renter will no longer be allowed to rent a Community Services facility of the City of Pella.

RENTER agrees to release the City of Pella from liability resulting from any loss, damage or expenses of any kind occasioned by, or arising out of any accident or other occurrence, causing or inflicting injury, and or damage to any person or property during use of the facility. In the event of any claim, renter agrees to defend any suit or to go to any trouble or any expense to protect the City of Pella, its agents or assigns including the payment of all attorney fees and costs.

RENTER agrees to only use moderate decorations. Decorations may not be affixed in any such way as to cause damage to the facility. To avoid the risk of damaging underground utilities, never install stakes in the ground. Please remove all decorations at the conclusion of your event. No confetti or confetti-like decorations are allowed.

RENTER agrees there is to be no smoking or nicotine use on any City property including in shelter houses, park green space or parking areas.

RENTER agrees that there is to be no alcohol in the building, on the property or in the parking lot.

RENTER acknowledges that the rental includes use of the shelter only and that the City is not responsible for activities held in different areas of the park, which may conflict with each other. Furthermore, access to public restrooms in shelter houses may not be restricted and must remain open to the general public.

RENTER acknowledges that the City of Pella reserves the right to cancel any rental at any time as deemed necessary.

I certify that I have read, understand and agree to the above rules.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative Signature

\_\_\_\_\_  
Date

**PELLA COMMUNITY SERVICES DEPARTMENT  
FACILITY RENTAL POLICIES AND PROCEDURES**

**CLASS A:**

Private interest groups who are residents of the City of Pella and do not charge admissions and dues for their own purposes, businesses conducting in-house training for their own employees, meetings, and private parties. (i.e. graduation receptions, family reunions, business meetings or birthday parties) Fundraising efforts for non-for-profit organizations are also allowed under this class. (i.e. USA Swim Team Splash Bash, 501(c)3 fundraiser)

**CLASS B:**

Businesses or individuals conducting activities in which a fee or admission is charged or items are sold for income or profit. Meetings are commercial in nature including soliciting, transacting financial business, enlisting potential customers for later sales contact, etc. Non-residents of the City of Pella also fall within this category.

Rental Options	Class A (Price Per Hour Booked)	Class B (Price Per Hour Booked)
<b>Parks</b>		
Park Shelters (10am-3pm or 4-9pm)	\$25.00 (5 hrs)	\$30.00 (5 hrs)
<u>GAMES:</u> The following games/items are available to rent for \$5 each per day or \$10 each for the week-end:		
LADDER GOLF <input type="checkbox"/>	FISHING POLES (10) <input type="checkbox"/>	
BEAN BAG TOSS <input type="checkbox"/>	FOOTBALL BELTS (10) <input type="checkbox"/>	
KICKBALL <input type="checkbox"/>	SHUFFLEBOARD EQUIPMENT <input type="checkbox"/>	
BROOMBALL <input type="checkbox"/>	PICKLEBALL PADDLES & BALLS <input type="checkbox"/>	
BOCEE <input type="checkbox"/>	4 SQUARE BALLS <input type="checkbox"/>	
DODGE BALLS <input type="checkbox"/>	GUNNY SACKS (5) <input type="checkbox"/>	
VOLLEYBALL EQUIPMENT <input type="checkbox"/>		
The following items have a different fee:		
PICKETBALL NET (1 DAY) <input type="checkbox"/>	\$10	
SNOW CONE MACHINE (3 DAY) <input type="checkbox"/>	\$35	
SNOW CONE MACHINE (1DAY) <input type="checkbox"/>	\$15	
A \$30 deposit is required on all rentals. Deposit will be returned if games/items are returned on time and in good condition with all parts.		

- To rent a Park Shelter or to rent games or equipment as listed, call the Pella Community Services Department at 641-628-4571 or stop by the office located at Community Center, 712 Union St. Ste. 104. City programming retains priority over private rentals.
- All scheduling will be done on a first come/first serve, and one day less than a calendar year basis.
- The Community Services Department reserves the right to decline a reservation to any organization or individual for any reason. Rental will only be made to an adult 18 years of age or older.
- User fee is to be paid prior to use and received in the Community Services Department's Office within 3 business days after the reservation is made. The reservation is not confirmed until the fee is paid.
- In the event the user needs to cancel the reservation, a minimum 3 business day notice is required. **No refunds are given for the cancellation of a Park Shelter rental; however, the rental may be transferred to another date if 3 days advance notice is given.**
- In general, park shelters may be reserved anytime during the year, but restroom facilities may be closed from October through April. All restrooms remain open to the public. Rental times are 10:00am-3:00pm or 4:00-

9:00pm. Reservation must be made and paid 3 business days prior to the rental date. The following shelters are available for rental:

Shelter House/Park	Capacity*	Grill	Electricity	Restroom
Big Rock Park	32	Yes	No	No
Brook Circle Park	16	No	No	No
Caldwell Park	300	Yes	Yes	Yes
Fountain Hills	16	No	No	Yes
Kiwanis Park	40	Yes	Yes	Porta potty only
Lions Park	16	Yes	Yes	No
Rotary Park	40	Yes	Yes	Yes
South Park West	40	Yes	Yes	No
West Market North	56	Yes	Yes	At West Market South Shelter
West Market East	32	Yes	Yes	At West Market South Shelter
West Market South	120	Yes	Yes	Yes

*\*Approximate based on the number of picnic tables located at the shelter*

- The renter is responsible for cleaning the shelter house and any other areas of the park used by their event. Renters will be notified if the facility was left in unsatisfactory condition or if there was damage to the space.

**ALCOHOLIC BEVERAGES:** No beer or other alcoholic beverages are allowed in any facilities available for rent, on the surrounding property or in the parking lots.

**SMOKING:** There will be no smoking or nicotine use on City property including in shelter houses, green space or parking lots/areas.

**BEFORE LEAVING THE SHELTER HOUSE**

- Collect all trash generated by your event and place in trash cans. Check the shelter and surrounding area. If trash does not fit in trash cans it must be bagged and placed next to the trash can.
- Remove any decorations.
- Please put all picnic tables back in their original locations.
- Check restrooms; turn off all water faucets and lights in restrooms.
- If games were rented, please return them to the Community Center Office on the next business day.