



PELLA COMMUNITY SERVICES DEPARTMENT

Community Center Room Rental Agreement

DATE OF RENTAL: _____ TIME: FROM _____ TO _____ ROOM 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 refunds of rental fees will not be made if a reservation is cancelled fewer than 3 business days prior to the reserved date. All fees may be refunded only in the event of the most extraordinary circumstances as determined by the City of Pella in lieu of death, serious injury, dangerous weather, etc.

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 cleaning checklist located in each room. 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 there is to be no smoking or nicotine use in the facility or on any City property surrounding the Community Services building including the parking lot.

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

RENTER acknowledges that the City is not responsible for activities held in different areas of the building, which may conflict with each other. Reservations are on a first come, first served basis. If the renter wishes to ensure a quiet or non-conflicting atmosphere, it is the City's recommendation that the entire facility be rented to avoid such a conflict.

RENTER acknowledges receipt of key(s) and/or building codes to the facility requested by this agreement. If the key(s) are not returned to the office, the renter will be responsible for the cost of changing the locks on the facility.

RENTER acknowledges that the City of Pella reserves the right to cancel any rental at any time as it deems 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)
Community Center – A 30% non-refundable fee is due at the time of booking.		
Auditorium (339 seats)	\$22.00	\$27.00
Use of Sound System	\$10.00	\$12.00
Use of Light System	\$10.00	\$12.00
Meeting Room (Room 206-max occupancy 90)	\$22.00	\$27.00

GAMES: The following games/items are available to rent for \$5 each per day or \$10 each for the week-end:

BEAN BAG TOSS	<input type="checkbox"/>	BOCEE	<input type="checkbox"/>
BROOMBALL	<input type="checkbox"/>	DODGE BALLS	<input type="checkbox"/>
FISHING POLES (10)	<input type="checkbox"/>	FOOTBALL BELTS (10)	<input type="checkbox"/>
GIANT DICE	<input type="checkbox"/>	GUNNY SACKS (5)	<input type="checkbox"/>
ICE SKATES	<input type="checkbox"/>	JENGE STACKER	<input type="checkbox"/>
KICKBALL	<input type="checkbox"/>	LADDER GOLF	<input type="checkbox"/>
PICKLEBALL-4 paddles-3 balls	<input type="checkbox"/>	SHUFFLEBOARD EQUIPMENT	<input type="checkbox"/>
4 SQUARE BALL	<input type="checkbox"/>	TUMBLE TOWER	<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.

Please note: Community Center hallways are not a rentable space; no tables, good, etc. are allowed in the hallway. This passage is a major exit route and must be kept clear. Coat racks, trash/recycling receptacles and chairs are the only items to be in this space.

1. To rent space in the Pella Community Center or to rent games, call the Pella Community Services Department at 641-628-4571 or stop by the office located at Community Center, 712 Union St. Ste. 104.
2. When booking the room, you need to include set up time and take down time.
3. All scheduling will be done on a first come/first serve, and one day less than a calendar year basis.

4. 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, ages 18 or over. Minor(s) access to the building without adult supervision during non-business hours is not allowed. City programming retains priority over private rentals.
5. A 30% non-refundable fee is due at the time of booking. The remaining fee must be paid prior to use and received in the Community Services Department's Office within 3 business days before the reservation date.
6. In the event the user needs to cancel the reservation, a minimum three business day notice is required.
7. Keys for Community Center rentals are to be picked up at the Community Services Office, 712 Union St. Ste. 104 during the normal business hours of 7:30a – 4:00p Monday – Friday. Keys for weekday rentals to be picked up on the day of rental. Keys for Saturday/Sunday Rentals to be picked up on the preceding Friday no later than 4:00p. Pending staff availability, a charge of \$45 applies to any after-hours key pick up.
8. Rooms are available for rent on the following schedules:
 - a. In the Community Center, room 206 and the auditorium are available for rent from 8:00 am – 10:00 pm daily. Any city meeting or sponsored program will have priority use.
9. The renter is responsible for set up and cleaning the rented room at the end of the rental. They will be notified if the facility was left in unsatisfactory condition or if there was damage to the space.
10. Key(s) used for Community Center rentals are to be returned at the completion of the rental to the drop box located outside of the Community Center Office located on the first floor.

Meeting rooms are equipped with tables, chairs, window air conditioners and electrical outlets. Restrooms are available on both second and third floors. The Community Services Department does not provide any other equipment. Users are not to tape or attach posters, decorations or any other materials on the walls, doors or windows.

FOOD: Refreshments are allowed in Room 206 of the Community Center. No food or drinks are allowed in the gallery or auditorium.

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 the parking lots.

BEFORE LEAVING THE COMMUNITY CENTER

1. Sweep floors/vacuum if needed (vacuum and broom located in the room).
2. Put room back in original condition. Tables and chairs folded and placed against the wall.
3. Check restrooms; turn off all water faucets and lights in restrooms.
4. Turn off all window air conditioners (Room 206).
5. Turn off lights in the room rented and hallways. Please be courteous of other renters if they are still using the building.
6. Empty all garbage containers in rooms being used and place in dumpster outside, on north side of building. Replace garbage bags.
7. Lock all Community Center entrance doors unless known for sure there is another rental/activity still in the building when you leave. If unknown, lock all doors.
8. Put key(s) in drop box located outside Community Services Office.
9. If games were rented, leave them inside the rented room, near the door.