



## FACILITY RENTAL AGREEMENT

### APPLICANT INFORMATION

### NON-TRANSFERABLE

Name \_\_\_\_\_ (must show identification)

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

USD 357 resident \_\_\_\_\_ Non-resident \_\_\_\_\_ (validate proof of residency)

Phone Number \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

### EVENT INFORMATION

*The following must be submitted/confirmed 30 days prior to rental date:*

Date of Rental \_\_\_\_\_ Type of Event \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Rental Time: from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Total Hours \_\_\_\_\_

Is this a recurring event? YES or NO; if yes, list all recurring dates or day of month (i.e. first Monday)

Will AV equipment be needed? YES or NO

**AV will be operated ONLY by APPROVED OPERATOR –renter pays operator**

### ROOM REQUESTED /OCCUPANCY/RENTAL RATES *make checks payable to "City of Belle Plaine"*

- Small Meeting Room—occupancy limit 13**
  - **per hour---\$5**
- Large Meeting Room—occupancy limit 30**
  - **per hour---\$10**
  - **per 1/2 day (4 hours)---\$30**
  - **per full day (4+ hours)---\$50**
  - **deposit---\$50** refundable up to 48 hours prior to event
- Multi-Purpose Room & Kitchen —occupancy limit 197**
  - **per 1/2 day (4 hours)---\$75**
  - **per full day (4+ hours)---\$135**
  - **deposit---\$100**
- Wedding/Entire Building (both meeting rooms, multi-purpose room & kitchen)**  
***Saturday 8 am to Sunday noon (or equivalent) Includes use of AV equipment***
  - **\$500**—USD 357 resident
  - **\$750**—out of district
  - **deposit---\$250** refundable up to 30 days prior to event

**All alcohol use must be pre-approved. \$35 Non-refundable permit fee + Additional \$150 deposit for any room.**

### FOR OFFICE USE ONLY

*Balance of rental must be paid in full before key is released*

Rental fee collected \$ \_\_\_\_\_ (cash/check/credit/debit) Deposit collected \$ \_\_\_\_\_ (cash/check) AV equipment fee collected \$ \_\_\_\_\_

Total amount collected \$ \_\_\_\_\_ (circle one) cash or check Check # \_\_\_\_\_ Staff taking reservation \_\_\_\_\_

**ACKNOWLEDGEMENT**

- I certify that all information provided by me is true and correct.
- I declare that I have fully read, understand, and agree to follow all rules, guidelines, liabilities, and restrictions of the Belle Plaine Community Center Facility Rental Agreement.
- By not following this agreement, I know that my deposit will be forfeited.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
City or Community Center Staff

## CLEANING CHECKLIST

renter \_\_\_\_\_ rental date \_\_\_\_\_

Staff/renter

OK to issue refund \_\_\_\_\_ (City Clerk or Community Center Coordinator)

**MULTI-PURPOSE ROOM**

- Floor swept (mopped if needed)
- Chairs cleaned and stacked neatly and orderly (where?)
- Tables wiped clean and dried, then stacked on carts and returned (where?)
- Blinds left open
- All trash cans emptied, with new trash bag in place
- All trash taken to dumpster

**KITCHEN**

- Floor swept and mopped
- All countertops and cabinets wiped clean
- All sinks cleaned and rinsed
- Stovetop and oven wiped clean from spills and debris
- Refrigerator wiped clean (inside, outside, handles, shelves, drawers, doors)
- All trash cans emptied, with new trash bag in place
- All trash taken to dumpster

**MEETING ROOMS**

- Floor vacuumed
- Chairs cleaned and set in orderly manner around tables
- Tables wiped clean
- Coffee pot emptied and rinsed, grounds disposed of, and wiped clean (*large meeting room only*)
- Microwave wiped clean inside and out (*large meeting room only*)
- Mini-fridge wiped clean inside and out (*large meeting room only*)
- Blinds left open
- All trash cans emptied, with new trash bag in place
- All trash taken to dumpster

**RESTROOMS**

- Floor swept and mopped
- Wipe sinks clean
- Check toilets, flush as needed
- Walls and mirrors are to be free from any markings
- All trash cans emptied, with new trash bag in place
- All trash taken to dumpster

**HALLS & FOYER**

- Floor to be free from any debris (swept and mopped if needed)
- Walls and mirrors are to be free from any markings
- All trash cans emptied, with new trash bag in place
- All trash taken to dumpster

**ENTRANCE, PARKING, & GROUNDS**

- Walkways, flower beds, parking area clean from any debris.
- All trash taken to dumpster

**GENERAL RULES AND CODE OF CONDUCT**

1. The renter of the facility must be at least 18 yrs. of age
2. The renter must be present during the period of the reservation from set up to clean up
3. Renter must sign rental agreement and pay any fees in full at time of reservation. Signed policies and procedures form must accompany rental agreement before reservation can be secured.
  - a. Renter will not have access until 15 minutes prior to rental time.
  - b. No fees will be prorated for a portion of an hour
4. The purpose of the security deposit is to ensure proper use, care, and clean up of the facility. If the facility is left dirty and/or damaged by the renter, the City shall retain part or all of the deposit
  - a. If the cost to clean and/or repair the facility exceeds the amount of the deposit, the renter will be responsible and billed for additional costs. If the renter fails to pay the additional costs, as requested by the City, the renter will be responsible for all collection costs and/or attorney's fees.
5. Recurring rental deposit fees will be collected at originating rental event and returned upon discontinuation of recurring event.
6. **NO SMOKING IS ALLOWED** NON-COMPLIANCE WILL RESULT IN FORFEIT OF DEPOSIT. Smoking is not permitted anywhere inside the Community Center. Please limit smoking outside to areas with cigarette butt receptacles. Always use receptacles to ensure fire safety.
7. No alcohol of any kind is permitted inside or on the grounds of the Community Center.
8. Gambling is prohibited with the exception of bingo, which may be conducted within state, federal, and other applicable laws.
9. No animals are permitted in the Center, except service animals which are licensed and wearing a service animal vest, and those provided as part of a specially authorized program.
10. Community Center tables & chairs are available for use: (12) 5' round tables, (12) 8' rectangle tables, (6) 6' rectangle tables, (120) stack chairs.
11. The set up of chairs, tables, etc is the responsibility of the renter. Doors and hallways must not be blocked at any time. If the Center asks that something be moved, renter must comply with the request. Do not drag tables and chairs across floors, use dollies.
12. Renter is responsible for set-up and clean-up for the event. **REFER TO RENTAL CHECKLIST**
13. No items (furniture, appliance, equipment etc.) from the inside of the Community Center can be moved outside without prior approval from the City Clerk and/or Community Center coordinator.
14. The renter will be responsible to provide dishes, cups, glasses, eating and serving utensils, kitchen and table linens as they are not provided by the City.
15. Children must be supervised at all times. Children are not permitted to enter rooms not contracted on rental agreement.
  - a. Groups composed of ages 11 and under must be supervised by one (1) adult for each ten (10) children at all times while they are using the facility.
  - b. Groups composed of ages 12-17 must be supervised by two (2) adults age 25 or older for each fifteen (15) youths at all times while using the facility.

**DECORATING RULES**

1. Equipment or decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings.
2. Do not use pins, staples, nails, screws, or tacks to affix anything to walls or ceiling.
  - a. Do not use any kind of tape or sticky putty compound.
  - b. Use **ONLY** Command Strip 3M Brand attach strips, carefully following package instructions to avoid damage to walls.
  - c. Decorations may be suspended from ceiling tracks, using clips that Center will provide.

3. Only tape may be used to secure table coverings to tables, and renter is responsible for completely removing all tape from tables when done.
4. NO GLITTER. Other confetti type decorations are discouraged; however if used, it is the renter's responsibility to remove ALL particles from tables, chairs, and floor.
5. Candles are permitted ONLY in multi-purpose room, and must be in candle holders. (exception: birthday candles are allowed on birthday cakes in other meeting rooms)
6. Do not put any type of substance (baby powder, floor wax, or any other substance) on the floor for any reason.
7. Smoke/fog machines will be allowed ONLY in multi-purpose room.
8. Renter is responsible to ensure outside grounds and parking areas are free of decorations and debris from the event.

## **LIABILITIES**

1. Applicant is responsible for all damages incurred to the facility/equipment during the rental. Pending no damages to rented room and/or facility and no violation of contract, the deposit will be refunded within 15 business days of the rental. Refund will be mailed to the address on the contract. If damages exceed the deposit amount, renter will be billed.
2. Applicant is responsible for cleaning areas rented, per RENTAL CHECKLIST. CHECKLIST will be reviewed prior to authorizing deposit refund.
3. Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shutdown. If this occurs, deposit will be forfeited.
4. Occupancy of the rental area later than stated on the contract will result in additional fees. These fees will be deducted from the deposit or assessed to the renter. All persons must be exited from the room(s) by the contracted time. This includes guests, contracted services, and renter.
5. All items that have been brought in by the renter, or services contracted by renter for function, must be removed from the building by the end of the rental time. Neither the City of Belle Plaine, nor any of their employees or agents, can be held responsible for any item left at the Center by the renter, guests, or persons/companies providing services and/or equipment for the rental function. Items for functions cannot be stored overnight after the rental. If items are left overnight renter will lose deposit.
6. The City of Belle Plaine assumes no liability for loss, theft, property damage, or personal injury related to the use of City property by renter/user or event attendees. Renter will be held responsible for payment of any and all damages to the building, furnishings, fixtures, or equipment, whether caused by renter/user or any members of the rental party, or by any persons contracted for services by the renter.
7. The City reserves the right to access all areas of the Community Center during a renter's event on City property.
8. If staff determines that an event may be reaching a point of disorder that could result in injury or facility damage, the event will be terminated, and no refunds will be issued.
9. City and County emergency events are a priority and any rental agreement will be cancelled and refunded/rescheduled at the discretion of the City.
10. If the Community Center is destroyed or damaged by fire, extreme weather event, or any other situation out of the City's control, this agreement will be null and void and renter will receive a full refund. However, the City will not be responsible for any incidental or consequential losses resulting from the cancellation of this agreement for this reason.

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