

CITY OF MOVILLE COMMUNITY CENTER RENTAL AGREEMENT

The City of Menville, hereafter known as the Owner, does hereby agree to rent the Menville Area Community Center to _____; hereafter known as the Renter for use on _____ provided the Renter agrees and adheres to the following provisions, rules and regulations:

1. Arrangements to rent any portion of the Community Center are made with the City Clerk.
2. Rental fee and deposit must be paid at the time of booking and signing this agreement. Alternative payment arrangements can be made with the city clerk upon request.
3. Decorations shall not be attached to the walls or ceiling tiles. Please use extreme caution with tabletop candles. If burn marks are found on tables, deposit will not be returned.
4. **NO SMOKING** allowed inside the Community Center.
5. No glass containers are allowed during any dances.
6. Coffeepots, servers and water pitchers must be washed and put away properly by Renter.
7. Renter is responsible for the following at the end of your event: All tables must be wiped off and put away on racks in the west closet. Fill up the rest of this closet with stacked chairs (9 high). Fill the south closet with stack chairs (9 high). Remaining chairs should be stacked around the outside of the room.
8. Renter is responsible for removing all trash the same day as the event. All trash must be properly deposited inside the dumpster located on the north side of the building.
9. Renter will be responsible for any damage that is above and beyond normal wear, and is attributable to the use by the Renter. If no damage occurs and the building is properly cleaned up, the deposit will be refunded. Damage deposit is one hundred dollars (\$100.00).
10. No alcoholic beverages may be brought into the building. Arrangements for the bar are made with City Hall (712) 873-3545. Any special request or orders must be placed three weeks prior to your event to ensure ample delivery time. **The City of Menville operates the bar and reserves the right to shut down the bar at any time for any reason.**
11. If you need to use the room divider wall, please contact City Hall at 712-873-3545 to have it put out. Please DO NOT this yourself as it may cause damage to the floor and/or walls.
12. **Refund Policy: The full rental amount is due upon booking, any cancellation made no later than 10 days after the booking date or 90 days prior to the event will receive a full refund. Cancellation after that time will not be granted a refund.**

To the fullest extent permitted by law, Renter agrees to defend, pay in behalf of, and hold harmless the City of Menville, against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Menville, its elected and appointed officials, employees, volunteers or all others working in behalf of the City of Menville, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of City of Menville and/or in any way connected or associated with this contract.

I do hereby sign with full knowledge and agree to the above provisions. Any violation of the above provisions shall warrant closing of the Menville Area Community Center on said date.

RENTER

DATE

PHONE

Accepted by the City of Menville
Jodi Peterson, City Clerk

DATE

Call City Hall at 712-873-3545 to schedule a time to pick up the keys.

RENTAL FEES

Large Room	500.00	_____
Half Large Room w/ Kitchen	200.00	_____
Half Large Room w/o Kitchen	100.00	_____
Small room w/o Kitchen	50.00	_____
Small room w/ Kitchen	75.00	_____
Deposit - required	100.00	_____

TOTAL PAID _____