

## Rules and Regulation – State Center Community Room

- The Community Room will be rented on a first come first serve basis.
- Reservations will be accepted up to one year in advance.
- Civic groups, non-profit groups, senior citizens groups and churches will be required to sign the rental contract and pay the deposit but will not be charged rental fees. They will be required to clean up after their meetings and events and be responsible for any missing items or damage to the building or its contents during their reserved date.
- The person requesting the use of the Community Room must be at least 21 years of age or older. A photo ID may be required.
- The Community Room may be occupied after 7:00 a.m. and will be vacated by 2:00 a.m.
- In renting the Community Room to you, the City has the right to control the management of it and the right to enforce all necessary and proper rules for its management and operation. The City through its authorized agents and employees may enter the premises, at any time and on any occasion.
- The State Center Police Department and the Marshall County Sheriff's Department may be notified by the City of State Center for large events, and events where alcohol will be served. Police and Sheriff's Department Deputies may enter the Community Room at any time to ensure the safety and welfare of the people within.
- You agree that every person connected with your event shall comply with all of the laws of the United States and the State of Iowa, and all of the ordinances of the City of State Center and the rules and regulations of the City for the government and management of the Community Room.
- If the Community Room, or any part of it, is destroyed or damaged by fire or by any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this rental agreement by the City impossible, then the City shall not be held liable or responsible to you for any consequential damages.
- Decorations shall not be attached to the structure of the Community Room.
- There shall be no rice, confetti, bubbles, silly string, glitter or birdseed allowed in the Community Room.
- Tables and chairs are to stay inside the Community Room.
- Smoking will NOT be permitted within the Community Room or Building.
- The City of State Center will not be responsible for lost or stolen items.
- No animals, except seeing eye or other therapy dogs, will be allowed in the Community Room or building.
- All trash will be tied up and placed in the appropriate receptacle. Excessive trash incurring additional pickup charges will be billed to the individual or organization that signs the rental contract.
- If the individual or organization that signs the rental contract does not abide by the rules set forth in the rental contract, the City of State Center may refuse that individual or organization any future rental requests.
- The individual or organization renting the Community Room will complete a checklist for cleaning up the rented area after use. **\*\*\*CLEAN-UP MUST BE DONE BEFORE YOU LEAVE\*\*\***
- The city representative will go over the checklist after each event to determine if the deposit may be refunded or if there has been excess damage or items missing exceeding the application of the deposit.
- Any individual or organization signing the rental contract will be responsible for any missing or damaged items and will also be responsible for any damage done to the building during the date reserved. The cost will be deducted first from the deposit fee, and any damages in excess of the deposit fee will then have to be paid by the individual or organization that signed the rental contract.
- In no event shall the occupancy limit, as set by the Fire Marshall, be exceeded.
- This agreement shall not be assigned, nor shall you allow the premises or any part of the premises to be sublet.

**LIABILITY AGREEMENT FOR USE OF STATE CENTER COMMUNITY ROOM**

I, the undersigned, understand that the State Center Community Room will be reserved only under the following conditions which I agree to observe. If I do not observe the following conditions, I may incur additional fees.

**Please read and initial the following items:**

\_\_\_ Deposit will be \$ 200.00. Rent will be Friday - Sunday/Holiday \$ 100.00, Monday-Thursday \$ 75.00.

\_\_\_ The reserving individual is responsible for normal cleanup procedures: table/chairs put away (**tables and chairs must be carried by at least two people, do not drag across the floor**), floor swept and mopped (**DO NOT mop on WOOD floor in Main Room** - only sweep and spot clean). The floors that may be mopped include the kitchen, by the exits, and bathrooms, if needed), sink and counter is clean, refrigerator empty, bathrooms are clean, close all the windows and lock doors, and all trash is to be removed from the building to the dumpster outside on the south side of the building.

**\*\*\*CLEAN-UP MUST BE DONE BEFORE YOU LEAVE\*\*\***

\_\_\_ City staff will not be called out for non-emergency related items, \$60 to \$80 may be charged based on the non-emergency related call-out.

\_\_\_ The undersigned agrees to pay for any damage to the Community Room building and/or property and also agrees to pay replacement costs for any missing items. In addition, the undersigned individual agrees to pay a \$40/hr. cleanup cost if the Community Room and/or property are left in unsatisfactory condition.

\_\_\_ Individuals causing harm to Community Room property may be denied use of the facilities in the future, at the discretion of the City of State Center Administrative Staff.

\_\_\_ Keys must be picked up during normal business hours (7:30AM – 4:00PM) at City Hall. Keys will not be available for pickup after hours, observed holidays, and weekends. If you fail to pick up a key, you will be charged \$60 to \$80 to compensate for the call-out pay to have city personnel unlock the facility for you. If you fail to lockup the building when you leave, you will be charged a \$50 fee.

\_\_\_ I have received a copy of the Rules and Regulations and agree to observe them.

\_\_\_ The undersigned understands and hereby acknowledges that the City of State Center shall not be responsible or liable for personal injury or property damage occurring to persons or their guests and invitees, while using the Community Room for their own personal matters, or for matters unrelated to the business of the City of State Center. Furthermore, the undersigned assumes full responsibility for the conduct of all persons present upon the premises, whether or not they were invited, and agrees to appear for and on behalf of the City, and defend against, indemnify and hold harmless the City of State Center, Iowa, from any liability with respect to any claims arising from use of the premises on the reserved occasion.

**The undersigned releases and discharges the City of State Center from any liability, claims, demands, injuries, damages, actions or causes of action that might occur arising from the use of the City of State Center premises.**

SIGNATURE \_\_\_\_\_

DATE of RESERVATION \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TIME SLOT \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

ESTIMATED NO. OF ATTENDEES \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

\*\*\*\*\* **COMPLETED BY CITY OF STATE CENTER STAFF ONLY** \*\*\*\*\*

City of State Center Representative \_\_\_\_\_ Rent Paid \_\_\_\_\_

Amount of Deposit \_\_\_\_\_ Amount Refunded \_\_\_\_\_ Date \_\_\_\_\_

Staff Notes: \_\_\_\_\_