

**STATE CENTER PARKS AND RECREATION
KAUFFMAN SHELTER / OPEN AIR SHELTER
RENTAL AGREEMENT**



Name of Person/Organization/Group _____

Address _____

Phone Number Day _____ Night _____

Contact Name(s) _____

Date Reservation For: _____ Time Begin/End: _____ Number of People: _____

Rent Paid _____ Deposit Paid _____

Kauffman Shelter _____ Open Air _____ Both _____

KAUFFMAN SHELTER RENTAL FEES:

The Kauffman Shelter is rented in one day blocks: 10 am – Dark. The cost is **\$50.00** for the day. Reservations may be made up to 1 year in advance. A deposit of **\$50.00** is required for the key/cleaning.

OPEN AIR SHELTER RENTAL FEES:

The Open Air Shelter is rented ALL DAY: 10am to Dark. The cost is **\$25** for the day. Reservations may be made up to 1 year in advance. A deposit of **\$15.00** is required for the cleaning.

RENTAL FEES TO RESERVE THE KAUFFMAN & OPEN AIR SHELTER TOGETHER:

Shelters are rented ALL DAY: 10am to Dark. The rent cost is **\$75.00** for the day. Reservations may be made up to 1 year in advance. A deposit of **\$65.00** is required for cleaning.

All rental fees and deposits (paid separately) are to be paid no later than 10 days in advance of rental date. All deposits will be refunded, if key is returned, no extra time is used, if left clean and no damage has been done to the facility.

By signing and initialing this agreement, I acknowledge that I have received, read and initialed all of the rules pertaining to the Kauffman Shelter. I understand that all rules must be followed at all times during the rental period.

Signature _____ Date _____

KAUFFMAN SHELTER RULES

The following information includes the facility and reservation policies for the operation of the Kauffman Shelter. The policies set forth are regularly reviewed and revised as necessary. The Kauffman Board of Directors/City Officials/State Center Police Department reserve the right to final interpretation and enforcement of the policies set forth as deemed necessary for the successful operation of the Shelter House. Kauffman Shelter House is the property of the City of State Center and is under the direction of the Kauffman Board of Directors and City Officials. **Initial below that you have read and agree to the following line items:**

____ **Reservations and Rental Fees and Deposits**

All reservations or changes will be handled at City Hall-641-483-2559. The person making the original reservation should be the same person making any changes. Minor changes will be allowed, up until 24 hours in advance, unless it creates a conflict. If time is reduced, no refunds will be given. Reservations are on a "first come-first served" basis. Reservations may be made up to 1 year in advance. **Finalization must be done by signing contract and paying rent and deposit no later than 10 days in advance of rental date.** When making reservations you will need to provide the following details:

- Preferred date of event and time of event-beginning and ending
- Number of persons attending event

____ **Deposit**

A deposit of \$50.00 for the key and cleaning is required at the time of reservation, in addition to the \$50 rental fee. **We will need a separate check for the deposit,** which will be refunded if key is returned, no extra time is used, if left clean and no damage has been done to the facility.

____ **Set Up**

Please include set-up and clean-up time in your reservation consideration. **Note: Do not stand on chairs or tables. Tables must stay inside.**

____ **Supplies You Provide**

Due to supplies that the City cannot keep in stock, you will need to bring cleaning supplies to wipe down tables, chairs, counters, refrigerator, etc. Broom and mop bucket provided.

____ **Before leaving make sure the following items are completed:**

- The floor is swept and clean
- The bathroom is clean
- The sink and counter is clean and wiped
- Garbage is emptied and taken to dumpster
- Refrigerator and freezer are empty and clean
- All windows and doors are closed and locked

____ **Responsibility for Shelter**

The contract **signer is responsible for the shelter and all happenings.** They are responsible for the care and safekeeping of the facility and all its contents, as well as the enforcement of its rules.

Holiday Closing

The Shelter will be closed on Easter.