

AGREEMENT FOR USE OF MONONA COMMUNITY CENTER

Return completed agreement to: 104 E Center St. / PO Box 298 / or Email s.landt@mononaiowa.com

Name/Name of Group or Organization: _____

Purpose of Event: _____ Total # of Attendees: _____

Date of Event: _____ Time of Use (including set up and clean up): _____

Will a meal be served: YES or NO Will there be a dance: YES or NO

Will there be Alcohol (hard liquor is prohibited): YES or NO *if yes, refer to the Alcoholic Beverages Rules

Usage fee received \$ _____ Cash / Check# _____ or Other _____ Date received _____

Deposit received \$ _____ Cash / Check # _____ or Other _____ Date received _____

* If paying by check, will need separate checks for Fee & Deposit.

I have read and understood the terms and conditions for usage of the Monona Community Center. By signing this agreement, I agree that my security deposit or a portion thereof may be forfeited if any of the rules or terms of usage are not followed.

Name (Printed): _____ Phone #: _____

Address: _____ Email: _____

Signature: _____ Date: _____

*The person signing this agreement will accept responsibility for the group or organization using the Community Center facilities and equipment at the date and time stated herein. The user agrees to report to City Hall any damage to the equipment or facilities which may occur during use and to report any other problems concerning this agreement as soon as possible after the use of the facilities. The user shall be fully responsible for damages or extra cleaning costs which are caused by the group or organization.

The city is not responsible for things brought into or left in the building.

*****[BELOW FOR OFFICE USE ONLY]*****

Date key(s) returned to City Hall _____ Was the checklist fully completed? _____

Amount of deposit returned _____ Date deposit returned _____

If deposit not returned in full, explain: _____

City Employee Signature: _____ Date: _____

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Rental & Security Deposit Fees

# of Attendees	Monona Renter	MFL MarMac	Other Renter
1-50	\$25 Usage/\$25 Deposit	\$50 Usage/\$50 Deposit	\$100 Usage/\$100 Deposit
51-100	\$100 Usage/\$100 Deposit	\$125 Usage/\$125 Deposit	\$300 Usage/\$300 Deposit
Over 100	\$200 Usage/\$200 Deposit	\$250 Usage/\$250 Deposit	\$500 Usage/\$500 Deposit

'CSD' DEPOSIT

A Custodial/Security/Damage deposit is required. The CSD deposit will be returned if all conditions are met.

1. "C" - The entire center is picked up and cleaned according to the check-off sheet.
2. "S" - After the center has been locked, the key(s) are returned to City Hall.
3. "D" - There is no building/fixture damage that occurred during usage.

The CSD deposit will be returned after the center has been checked. Deposits will be returned in person, or by mail when requested. If there should be damage or extra cleaning needed, the costs to repair/clean will come out of the deposit. If damage/fees are over the CSD deposit, the user will be held liable for the cost of all repairs.

Security Deposit may also be lost if any of the following occur:

- The event is cancelled.
- Tobacco or illegal substances are used inside the facility.
- Physical damage to the facility or property owned by the city located in or outside of the facility.
- Theft of items from facility.
- Use of hard liquor.
- False alarms for fire or police.
- Attaching decorations or items to the ceiling or walls.
- Additional cleanup is needed by the city.
- If the key assigned is lost or not returned for any reason.
- A portion of the deposit will be kept if towels and rags are not returned. A \$5 fee will be taken out of security deposit if towels and rags are not taken to be laundered.

Thank you for using the Monona Community Center.
We hope that the facility meets all your needs.

City of Monona * 104 E. Center St. Monona, IA 52159 * (563)539-2355
For assistance during non-business hours, please contact Barb at (563)880-3436.

AGREEMENT FOR USE OF MONONA COMMUNITY CENTER

RULES AND TERMS OF USAGE

We are pleased that you are using the Monona Community Center.

We are proud of our facility and ask that you keep the center neat, clean and damage free.

Please review the following rules and terms of usage before signing.

Wi-fi Name: Monona Guest / Password: TheGardenCityofIowa

RULES

- *In general, the community center must be returned to pre-rental condition when the event is over.
- *The facility is a SMOKE FREE ENVIRONMENT.
- *Nothing shall be hung from the ceiling/and or walls with hangers, tape, etc.
- *No sitting, standing, or dancing on tables. Do not drag tables on the floor. No standing or dancing on chairs.
- *Renters of the facility should provide their own security and/or police their own activities.
- *Spraying of beverages on walls, floors, or ceilings is not allowed.
- * No trespassing on adjacent private residential property; keep children off adjacent private property.
- *Use of kitchen is included with rental price.
- *“After Usage” checklist must be completed and returned to City Hall.
- *Key must be returned to City Hall within 3 days of event; drop box is available outside City Hall main door.
- *Do not remove any items that you did not bring in.
- *If towels & rags are used you must launder and return to City Hall or the Center within a week. If not returned, up to \$25 of deposit will be kept; if towels & rags are left unlaundered, a \$5 fee will be taken from the deposit.
- *Projects using paint or other mediums are not to be done directly on floors, tables, sidewalks etc. and must be cleaned up.

Alcoholic Beverages

*For events over 100 attendees: two City approved security officers must be on duty if alcoholic beverages will be present. (Confirm officers with Police Department 30 days prior to event).

*City Police Officers may be hired for an additional charge – please contact the Monona Police Chief at 539-4400 for rates and more information.

*Beer, wine, hard seltzer, champagne are allowed - NO Hard Liquor is permitted.

*No open alcoholic containers are allowed outside the building.

*If alcoholic beverages are served, the event must end by 12:00 a.m.

*An additional security deposit amount of \$200 is required for events over 100 people with alcohol.

Capacity

*Community Center has tables and chairs to seat 300-325 people comfortably.

*Approximately: 23 Rectangular Tables seat 8-10 & 19 Round Tables seat 6-8.

*Total capacity is 650 people without tables (approx. 300 chairs readily available/25 additional upon request).

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Responsible Person: _____ Rental Date: _____ Time Out: _____

Before Use: Upon entry inspect the premises throughout.

Did you find the center to be clean? ___ Yes ___ No Did you find the center damage free? ___ Yes ___ No
If "No" to one or both, contact City Hall at 539-2355 or leave information below.

You are responsible for cleaning and leaving the center in good condition for the next renter. Please return the following checklist to City Hall when you return your key. Deposit will be held until checklist and key are returned. If the center is not left in good condition, deposit will be held.

We thank you for your cooperation and would appreciate any comments or questions you have by noting below.

After Use: Upon leaving the center, please check each item when completed. Cleaning supplies (broom, mop, garbage bags, paper towels, etc. are in the janitor's closet – located next to the women's bathroom).

- ___ Wipe all tables & chairs clean before returning to storage (check underneath for food etc.).
- ___ Return tables & chairs to storage closet; stack alike tables & chairs together and facing same direction.
- ___ Wash all used utensils, dishes, coffee makers etc. and put back in their proper places.
- ___ Wipe down microwave, refrigerator, dishwasher, disposal, counter tops, and stove/oven (make sure is off).
- ___ All used towels & rags must be cleaned and returned within a week (a \$5 fee will be taken out of deposit if not cleaned or if not returned, all or a portion of the deposit will be kept).
- ___ Collect trash and put bagged trash in green Waste Management tote located in janitor's closet.
- ___ Put new trash bag in kitchen trash cans; trash bags can be found in janitor's closet.
- ___ Put recyclable items in kitchen closet; must be clean; rinse out bottles, jugs etc. Break down boxes.
- ___ Sweep or dry mop floors (make sure to get under tables and chairs).
- ___ Wet mop all floors if dirty, sticky, or slippery. ___ Vacuum carpet if needed.
- ___ Remove all substances such as gum, black marks, or other materials from floors.
- ___ Check all bathrooms, clean as needed. If anything is not functional, please let City Hall know.
- ___ Make sure all lights & fans throughout facility are turned off. (Outside lights operate automatically).
- ___ Clean up all trash, debris & rocks from sidewalks, parking lot, driveway, landscaping, and lawn.
- ___ Do not block outside doors open (heating/cooling can be costly and do not want bugs getting in).
- ___ Lock all doors and return key to City Hall. ___ Wipe down glass doors if needed.

Please sign that Center has been cleaned and checklist completed: _____

RETURN CHECKLIST WITH THE KEY TO CITY HALL.

UNRETURNED KEYS & CHECKLISTS WILL AFFECT SECURITY DEPOSIT REFUND.