

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

FOR OFFICE USE ONLY

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

** Will accept Cash, Check, Money Order, Credit/Debit Cards / Checks made out to City of Monona*

Name (Printed): _____ Phone #: _____

Address: _____ Email: _____

Signature: _____ Date: _____

*The person signing this agreement has read and understands the terms and conditions for usage of the Community Center. This person also will accept responsibility for the group or organization using the Monona Community Center 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? _____

List any issues or information regarding event: _____

City Employee Signature: _____ Date: _____

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INFORMATION, 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 clean and damage free. Please review the following rules and terms of usage before signing.

Rental Fees

# of People	Fee	Deposit
1 - 50	\$50	N/A
51 - 100	\$100	N/A
101-200	\$200	\$100
Over 200	\$300	\$200

Capacity

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

*(Approx.) 23 Rectangular Tables (seat 8-10) & 19 Round Tables (seat 6-8).

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

***If over 100 people and serving alcohol – an additional \$200 deposit will**

be required.

RULES

*If the event is canceled or needs to be rescheduled, please let us know ASAP and we will try to accommodate.

*The facility must be returned to pre-rental conditions when the event is over. If the center is not in the required condition (refer to the checklist below) and extra cleaning is needed, you will be notified of the charges.

*The facility is **SMOKE FREE**. Tobacco and illegal substances are NOT to be used inside the facility.

*You are responsible for any physical damage to the facility or property owned by the city, located inside or outside of the facility. Nothing shall be hung from the ceiling and/or walls with hangers, tape, etc.

*You are responsible for any theft of items from the facility. Do not remove any items that you did not bring in.

*No sitting on tables. Do not drag tables across the floor. No standing or dancing on tables or chairs.

*Renters of the facility are responsible for the security and safety of themselves and their guests.

*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 (use City Hall drop box).

*Key must be returned within three days of the event; a drop box is available outside the City Hall main door.

*If towels & rags are used, you must launder and return to City Hall or the Community Center within a week.

*Do not use paint or other mediums directly on floors, tables, sidewalks etc. and must be fully cleaned up.

Alcoholic Beverages

*Beer, wine, champagne & similar are allowed - NO Hard Liquor permitted.

*No open alcoholic containers are allowed outside the building.

*If serving alcohol and over 100 people at the event, an additional \$200 deposit is required.

Before Use: Inspect the premises: Did you find the facility to be clean? ___ Yes ___ No Did you find the facility damage free? ___ Yes ___ No *If “No” contact City Hall at 539-2355 or leave info on next page.*

AGREEMENT FOR USE OF MONONA COMMUNITY CENTER

Please return the following checklist to City Hall when you return your key. You will be held responsible if the facility is not left in good condition after your event or if the key is not returned to City Hall. 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).

Tables & Chairs

- ☐ 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.

Kitchen & Bathrooms

- ☐ Wash all used utensils, dishes, coffee makers etc. and put them 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.
- ☐ Check bathrooms, make sure toilets are flushed, clean as needed, let us know if anything is not functional.

Garbage & Recycling

- ☐ Collect trash and put in large green bin with green lid in the janitor's closet. Or you can take to the dumpster (directly across from police department door, no cardboard in dumpster).
- ☐ Put new trash bags in kitchen trash cans; trash bags can be found in the janitor's closet.
- ☐ Recycle items in kitchen closet (bin w/yellow lid); must be clean; rinse out containers. Break down boxes.

Floors

- ☐ Sweep or dry mop floors.
- ☐ Floors must be mopped.
- ☐ Vacuum carpet if needed.

Doors, Lights & Fans

- ☐ Do not block outside doors open (heating/cooling can be costly and do not want bugs getting in).
- ☐ Wipe down glass doors (remove fingerprints and smudges).
- ☐ Lock all doors when leaving and return key to City Hall (there is a drop box located outside of City Hall main door or can drop off at City Hall during regular business hours, M-F 8am-4pm).
- ☐ Make sure all lights & fans throughout facility are turned off. (Outside lights operate automatically).

Outside of Facility

- ☐ Clean up all trash, debris & rocks from sidewalks, parking lot, driveway, landscaping, and lawn.

Damage

- ☐ Check all areas, including the main room, kitchen, bathrooms, and exterior for any damage. If damage is discovered, please notify City Hall when you return the key.

The facility has been cleaned and checklist completed: (sign here) _____

RETURN CHECKLIST & KEY TO CITY HALL / YOU ARE RESPONSIBLE FOR UNRETURNED KEYS.

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.