

AGREEMENT FOR USE OF MONONA COMMUNITY CENTER

*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 the City Clerk's office any damages 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.

1. Name/Name of Group or Organization: _____
2. Purpose of Event: _____
3. Date of Event: _____
4. Hours of Use: _____
5. Will a meal be served: _____
6. Will there be a dance: _____
7. Will there be Alcohol (hard liquor is prohibited): _____

Usage fee received \$ _____ Cash/Check# _____ Date Received _____

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

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

Key # given _____ (for weekend events, pickup key at City Hall M-F 8am-4pm)

I have read and understood the above 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 above rules or terms of usage are not followed.

Signature

Date

Name (Printed): _____

Address: _____

Phone No. _____

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**[FOR OFFICE USE ONLY]
Post Event**

Date Keys returned to City Office _____

Was the checklist fully completed? _____

Amount of Deposit Returned _____

Date deposit returned _____

If not returned or partially returned, explain:

City Employee Signature

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

RULES

***In General the community center must be returned to pre-rental condition when event is over.**

***The facility is a SMOKE FREE ENVIRONMENT.**

***Nothing shall be hung from the ceiling/and or walls with hangers, tape, etc.**

***Renters of the facility should provide their own security and/or police their own activities.**

***Spraying of beverage on walls or ceiling is not allowed.**

***Attendants must not trespass on adjacent private residential property.**

***Use of kitchen is included with rental price**

***“After Usage” checklist must be completed**

***Do not remove any items that you did not bring in.**

*** Keep children off adjacent property owners’ land and away from their gardens and dogs.**

Alcoholic Beverages

***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)**

***Beer, wine, wine coolers, 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 with Alcohol.**

Capacity

***Community Center has seating for 325 people comfortably.**

***22 Rectangular Tables seat 8-10 & 22 Round Tables seat 8.**

***Total capacity is 650 people without tables.**

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Monona Community Center CSD Deposit and Rental Fees

DEPOSIT:

Everyone must provide a Custodial/Security/Damage deposit. The **CSD** deposit will be returned in full when all three conditions are met.

1. “**C**” - The entire center is picked up and cleaned to the best of your ability 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.

A **CSD deposit** will be required of everyone. The CSD deposit will be returned after the center has been checked. Deposit will either be returned in person or by mail as appropriate.

If there should be damage, the costs to repair will come out of the deposit. If damage is over the CSD deposit, the user will be held liable for the cost of all repairs.

Rental & Security Deposit Fee Schedule:

Attendants	Monona Renter	MFL MarMac Renter	Other Renter
1-50	\$25 Usage/\$25 Dep	\$50 Usage/\$50 Dep	\$100 Usage/\$100 Dep
51-100	\$100 Usage/\$100 Dep	\$125 Usage/\$125 Dep	\$300 Usage/\$300 Dep
Over 100	\$300 Usage/\$200 Dep	\$350 Usage/\$250 Dep	\$550 Usage/\$350 Dep

Security deposit can be lost if:

- Event is cancelled
- Tobacco or illegal substances are used inside the facility
- Physical damage to 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

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Before Usage:

Upon entry, inspect the premises throughout.

___ Yes ___ No Did you find the center to be clean and/or picked up?

___ Yes ___ No Did you find the center damage free?

If "No" to one or both of these questions, contact City Hall immediately at 563-539-2355 during business hour 8am-4pm or call the Community Center contacts listed in kitchen.

After Usage:

Upon leaving the center, please check each item when completed.

___ **Tables**

- Wiped clean
- Returned to storage closet (See sheet on door of storage closet for instructions)

___ **Kitchen**

- Utensils used must be clean and put back in their proper places
- Stove and oven are shut off
- Stove, oven, microwave, refrigerator, dishwasher, disposal and counter tops are left clean

___ **Trash**

- Collected and put in the outside dumpster (Located behind the police department)
- Clean garbage bags are placed in the trash cans in the kitchen

___ **Floor** (Must be cleaned to original condition)

- Floor must be wet mopped if sticky or slippery and then dry mopped as needed
- All substances such as gum, black marks or other materials must be removed from the surface

___ **Bathrooms**

- Both bathrooms are cleaned to pre-rental condition.

___ **Lights** throughout facility are turned off. (Outside lights operate automatically)

___ **Outside of facility**

- All trash and debris cleaned up

___ **Doors**

- All outside doors are locked

___ **Damage**

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

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Clean Up Instructions & Information

Walls and ceiling:

- Nothing can be taped, pinned or hung from the ceiling or walls.
- Do not place feet on walls.

Doors:

- If doors have received lots of hand and fingerprints, please wipe down when finished with the facility. Paper towels and glass cleaner are in janitorial room.
- Do not block the doors open. Due to the heating/cooling system (and to keep insects from getting in during warmer months) the doors need to remain closed.

Review all light and location of switches:

- West three lights
- Dimmer switch
- Ceiling Fans
- Do not change heating/cooling settings

Use of tables:

- Clean tables before they are returned to storage. Bar rags (white with colored stripe) are in the janitorial room. When finished, hang in the janitorial room to dry.
- No sitting, standing or dancing on the tables.
- Place tables back as instructed (instructions on storage door).
- DO NOT DRAG TABLES ON FLOOR

Chairs:

- Use folding chairs only – sit on chairs only. Do not stand on the chairs. When putting the chairs back on the racks --- please follow directions.

Floor:

- Dust mop the floor first (all mops are in the janitorial room).
- The key to the room is the same as the front door (keep door locked during event due to cleaning supplies).
- Mop the floor with water and cleaner (change the water six to seven times in the large area) use approximately 1/4 cup cleaner to one bucket of water.
- The floor may need to be mopped at least 4 times to get back to original condition.
- Black marks on the floor can easily come up by rubbing your shoe on them.
Please try to remove all of the black marks.

Kitchen:

- Make sure all counters are clean. If garbage disposal was used, please make sure it is cleaned.
- Wipe down the stove if it is used. Please clean up any spills in the refrigerator. If the dishwasher is used, please follow directions for clean-up.

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Garbage:

- All garbage needs to be placed in the dumpsters behind the police station or taken with the renter of the facility.

Bathroom:

- Check bathroom facilities for cleanliness. Also check the large handicapped bathrooms located in the hallway close to the city office door.

If children were playing outdoors: please check for rocks that may have been thrown onto the sidewalk or parking area. Please sweep up and place rocks back in planting areas.

Please return the checklist to City Hall when you return your key(s). We thank you for your cooperation and would appreciate any comments or questions you have by noting below.

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

**City of Monona
P.O. Box 298
104 E. Center St.
Monona, IA 52159**