

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 City Hall 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.

Name/Name of Group or Organization: _____

Purpose of Event: _____

Date of Event: _____ Hours of Use: _____

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

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.

Key # given _____ (for weekend events or prior to 8am, 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.

Name (Printed): _____ Phone #: _____

Address: _____

Signature: _____ Date: _____

Drop off agreement off at: 104 E Center St. / Mail to: PO Box 298 / or Email to s.landt@mononaiowa.com

*****[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: _____

**INTENTIONALLY
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Rental & Security Deposit Fee Schedule:

Attendants	Monona Renter	MFL MarMac	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

'CSD' Deposit and Rental Fees

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:

- 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 key assigned is lost or not returned for any reason

Please return the following 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

(563)539-2355

P.O. Box 298 * 104 E. Center St.

Monona, IA 52159

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Before Use: Upon entry inspect the premises throughout.

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

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

If "No" to one or both, contact City Hall at 539-2355 during business hours Monday – Friday 8am - 4pm.

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

Tables

___ Wipe all tables clean before returning to storage (check underneath for gum, food etc.).

___ Return to storage closet (alike tables stacked together, do not mix brown and white, all stacked facing same direction; chairs stacked facing same direction).

Kitchen

___ Wash all used utensils, dishes, coffee makers etc. and put back in their proper places.

___ Stove and oven shut off and clean.

___ Clear and wipe down microwave, refrigerator, dishwasher, disposal, and counter tops.

___ All used towels & rags need to be cleaned and returned to City Hall or Center within a week.

Trash & Recycling

___ Collect trash and put in outside dumpster (located behind the police department).

___ Put new trash bags in all trash cans; can be found in janitor closet or kitchen closet.

___ Put recyclable items in kitchen closet; must be clean; rinse out bottles, jugs etc. Break down boxes.

Floor

___ Sweep or dry mop all floors (make sure to get under tables and chairs).

___ Wet mop all floors if dirty, sticky, or slippery.

___ Remove all substances such as gum, black marks, or other materials from floors.

Bathrooms

___ Check all bathrooms, clean as needed. If anything is not functional, please let City Hall know.

Lights & Fans

___ Make sure all lights & fans throughout facility are turned off. (Outside lights operate automatically).

Outside of facility

___ Clean up all trash and debris from sidewalks, parking lot, driveway, landscaping, and lawn.

___ If kids were outside make sure rocks are picked up from parking lot and put back into landscaping.

Doors

___ Do not block outside doors open (heating/cooling can be costly and do not want bugs getting in).

___ Wipe down glass doors if needed (paper towels and glass cleaner in janitor closet).

___ Make sure 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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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 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, cloths, rags etc. are used you must wash and return to Clerk’s Office or the Center within a week.
- *Projects using paint or other mediums are not to be done directly on floors, tables, sidewalks etc. and must be cleaned up.

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). 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, 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 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).