

# Collins Area Community Center (CACC)

## Rental Agreement Form

Renter Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Rental Purpose/Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Please check which of the following you are requesting rental for:

		<u>Deposit</u>	<u>Rental Fee</u>
<input type="checkbox"/>	Community Center	\$30	\$45
<input type="checkbox"/>	Amphitheatre	\$25	\$35

There is no rental fee for Community Events. Community Events are events that are open to the public and are inclusive to all community members. The following are some examples of events that the city would consider as Community Events: group sponsored breakfasts/lunches/dinners, fundraisers, holiday events.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received/Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Initials \_\_\_\_\_

Rental Fee Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Initials \_\_\_\_\_

## **Community Center Rules**

1. City of Collins has the right to deny rental request based on potential City of Collins needs.
2. Must be at least 21 years old to rent any City of Collins facility.
3. Reservations can be made no farther than a year in advance.
4. Cancellations must be made no later than two weeks prior to your event for refund of deposit.
5. Building must be cleaned according to the cleaning requirements, the same day or night of your rental.
6. No smoking under Iowa Law.
7. No nails, tacks, staples, or tape to be used on walls or ceiling.
8. Everyone must be out of the building by 1:00 am.
9. Key fob must be placed in the payment drop box on the front of City Hall immediately following your rental.
10. Any damages done to the building, including plumbing problems, arising from your use of the building, will be charged to you.
11. The City of Collins noise ordinance will be enforced.
12. Animals are prohibited from the inside of the premises of the Community Center with the exception of certified guide or service dogs.
13. Do not take anything belonging to the City or Community Center. Inventory will be taken and the responsible individual will be charged for missing items.
14. The City of Collins and Community Center are NOT responsible for lost, damaged, or stolen personal items during your rental period.
15. If the deposit is withheld because of the renter's maliciousness or negligence, the renter is barred from renting any City of Collins facilities in the future.
16. No propane tanks are allowed inside the Community Center.
17. Nothing shall be placed against, on, or within 24 inches of the wall mural. The mural is not to be touched.

## **Alcohol-Specific Rules**

1. Alcohol shall not be sold unless it is a business with a State of Iowa Liquor License and the said license has been transferred over to the Community Building address on the day of the rental.
2. Renter will not serve alcoholic beverages to any minor in violation of Iowa Law.
3. Beer and wine are the only two types of alcohol allowed on the premises.
4. Hard liquors are strictly prohibited.

## Cleaning Requirements

**Deposit WILL BE FOREFEITED if these Cleaning Requirements are not met**

1. Tables and chairs will be cleaned and returned to their original positions after your event. Any additional chairs and tables that are used need to be cleaned and put away.
2. Dishes and small appliances must be washed/cleaned and put away.
3. Pick-up trash from floor and kitchen area.
4. Remove trash from receptacle(s) and place in the dumpster behind the building.
5. Put new garbage bag(s) in the receptacle(s).
6. Make sure all areas are as good as, or better than, when you arrived.
7. Floors must be swept and mopped.
8. Bathrooms must be cleaned (sinks, toilets, floors, mirrors, empty trash).
9. Kitchen must be cleaned: counters, sink, appliances, floor, griddle, walls. If you use the griddle, it must be cleaned properly, and the drip pan must be emptied and cleaned. Make sure there are no crumbs or splatters left anywhere. Must sweep and mop the kitchen floor.
10. Dirty towels and washcloths must be placed in the hamper located in the janitor's closet. Do NOT take them home with you to wash and bring back.
11. Lights must be turned off.
12. AC/Heat must be set back to original temperature.
13. Doors must be locked.
14. Key fob must be placed in the payment drop box on the front of City Hall.

### **Collins Hold/Harmless/Indemnification Agreement**

1. The Renter agrees to indemnify, defend and hold harmless the City, its officers, agents, and employees from and against any and all claims, damages, losses, liabilities, judgments, and expenses of whatever nature, including reasonable attorney fees, arising from during or in conjunction with the Renter's service of alcoholic beverages on the Collins Area Community Center premises during, or in conjunction with the Renter's use of the said Collins Area Community Center.
2. The Renter further agrees to indemnify and reimburse the City for any and all damages resulting to City property from the Renter's use of the Collins Area Community Center premises, normal wear and tear expected.
3. The Renter agrees that its use of City property as contemplated in the Agreement will be in compliance with all applicable City Ordinances, State and Federal Laws and Regulations.
4. Should it become necessary for the City or someone on their behalf to incur costs and expenses to retain the services of an attorney to enforce the Agreement or any portion hereof, or to present a defense to claims arising from the situations identified above, the undersigned agrees to pay the City all costs and attorney fees hereby expended or for which liability is incurred.
5. The City reserves and the Renter recognizes and accepts, the City's absolute right to terminate usage of any City facility including, but not limited to the Collins Area Community Center at any time if any violation of this Agreement or City rules and/or procedures for such use are violated.
6. In compliance with Iowa Code §123.95, the Renter agrees they will not sell alcoholic beverages, other than beer and wine, in the Collins Area Community Center, without first receiving a State of Iowa Liquor Permit. The Renter further understands that the City of Collins will not permit the serving of any alcoholic beverage, other than beer and wine, until and unless the City of Collins receives notification from the State of Iowa that a Liquor License has been approved.
7. The undersigned, signing on behalf of \_\_\_\_\_, is empowered by said entity and by the authority of its Board of Directors, if applicable to bind said Renter to the terms and conditions of the Agreement.
8. The undersigned acknowledges that they have received and read all pages of this agreement and will abide the rules, regulations and State Laws.

### **Insurance**

1. Renter may be required to provide general liability insurance of the type and amount deemed appropriate by the City of Collins as a condition of a Rental Agreement. Failure to provide adequate insurance may be a cause of the City to reject an application for rental. A certificate of liability insurance shall name the City as an additional insured and be provided ten (10) days in advance of a scheduled event

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received/Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_