

**CITY OF TREYNOR
COMMUNITY CENTER RENTAL CONTRACT**

Customer Number _____

Name of contact person renting the building _____

Phone _____ Home/Cell _____ Email _____

Business or Organization name, if applicable _____

If a wedding reception, please give first and last name of Bride & Groom _____

Type of Event _____ Date(s) to be Rented _____

Approximately how many guests do you expect at your event? _____

If renter should get a deposit refund, who should check be made out to? _____

Address of where deposit check should be mailed _____

City _____ State _____ Zip _____

*****Deposit is due at time of reservation*****

*****Rent and cleaning fees are due 30 days prior to the event*****

Contract and payment can be mailed to:

Treynor City Hall

PO Box 234

Treynor, IA 51575

Or email contract to:

Brook Jensen, Community Center Manager

community.center@cityoftreynor.com

Forms of payment accepted: Check, Credit Card, or Cash

Checks payable to City of Treynor

Or call City Hall to pay over the phone with credit card

712-487-3787

***** NGO RATES REQUIRE A 501(c)(3) OFFICIAL DOCUMENT *****

Four Corners Rates: Sun - Thur

Sun – Thur (All Day)	\$300	\$
Sun – Thur ***NGO (All Day)	\$150	\$
Sun – Thur (4 hours)	\$150	\$
Sun – Thur ***NGO (4 hours)	\$75 (negotiable)	\$
Deposit (refundable)	\$250	\$
Total Due		\$

Four Corners Rates: Fri/Sat/Holiday

Fri/Sat/Holiday (All Day)	\$600	\$
Fri/Sat/Holiday ***NGO (All Day)	\$300 (negotiable)	\$
Fri/Sat/Holiday (4 hours)	\$300	\$
Fri/Sat/Holiday ***NGO (4 hours)	\$150 (negotiable)	\$
Deposit (refundable)	\$250	\$
Total Due		\$

Legion Room Rates: Sun - Thur

Sun – Thur (All Day)	\$100	\$
Sun – Thur ***NGO (All Day)	\$50 (negotiable)	\$
Sun – Thur (4 hours)	\$50	\$
Sun – Thur ***NGO (4 hours)	\$25 (negotiable)	\$
Deposit (refundable)	\$250	\$
Kitchen (if available)	\$25	\$
Total Due		\$

Legion Room Rates: Fri/Sat/Holiday

Fri/Sat/Holiday (All Day)	\$200	\$
Fri/Sat/Holiday ***NGO (All Day)	\$100 (negotiable)	\$
Fri/Sat/Holiday (4 hours)	\$100	\$
Fri/Sat/Holiday ***NGO (4 hours)	\$50 (negotiable)	\$
Deposit (refundable)	\$250	\$
Kitchen (if available)	\$25	\$
Total Due		\$

Entire Building Rates: Sun - Thur

Sun – Thur (All Day)	\$500	\$
Sun – Thur ***NGO (All Day)	\$250 (negotiable)	\$
Sun – Thur (4 hours)	\$250	\$
Sun – Thur ***NGO (4 hours)	\$125 (negotiable)	\$
Deposit (refundable)	\$250	\$
	Total Due	\$

Entire Building Rates: Fri/Sat/Holiday

Fri/Sat/Holiday (All Day)	\$700	\$
Fri/Sat/Holiday ***NGO (All Day)	\$350 (negotiable)	\$
Fri/Sat/Holiday (4 hours)	\$350	\$
Fri/Sat/Holiday ***NGO (4 hours)	\$175 (negotiable)	\$
Deposit (refundable)	\$250	\$
	Total Due	\$

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Bar: YES NO

Serviced by American Legion Post #725 – please contact Annette Koehler at a.koehler33@gmail.com if you checked yes.

Options for booking the day before for set-up:

1. Confirm right away and get half off of full price.
2. Wait until the week prior to the event and get the day before for only \$100.

Cleaning (optional): YES NO

Entire Building	\$300
Four Corners Room	\$275
Legion Room	\$100

Copy of Photo ID Required

DEPOSIT: A deposit of \$250.00 will be cashed upon receipt. Refund checks are issued the (1st) first and (3rd) third Mondays of the month. All or part of the deposit may be withheld for an unacceptable inspection of the building according to the Community Center Cleaning Check List. All or part of the deposit may be withheld for non-compliance with the contract Rules and Regulations.

CANCELLATION POLICY:

- A reservation cancelled (6) six months or more in advance of the reserved date will be refunded the full deposit.
- A reservation cancelled more than (30) thirty days and less than (6) months in advance of the reserved date will be refunded one half of the deposit. (Or the discretion of the Community Center Manager)
- No deposit will be returned for reservations cancelled within (30) thirty days of the reserved date. (Or the discretion of the Community Center Manager)

RULES AND REGULATIONS

1. Entire Deposit is due when reservations are made. The Community Center will be rented on a first come first served basis. The City must receive the deposit **and** signed contract to reserve the Community Center. The date will be held for (24) twenty-four hours before the contract and deposit is received. If a renter requests a rental and a deposit has not been received within (24) twenty-four hours, the rental will be taken off the schedule. The remaining rent is due no less than 30 days before the reserved date.

Reservations will be accepted up to (2) two years in advance

2. Priority will be given to City of Treynor sponsored events in the Community Center and to Treynor American Legion sponsored events being held in the American Legion Room.
3. Civic groups that contribute to the community, local youth, and local church groups will be required to sign the rental contract to use the Community Center, with no deposits or rental fees charged for their regular meetings. They will be required, however, to pay rental fees, but not deposits, to use the Community Center for events they hold outside the scope of their regular meetings. They will be required to clean up after their meetings and events and be responsible for any missing items or damage to the building or its contents during their use of the Community Center.
4. **NO ALCOHOLIC BEVERAGES** shall be brought into the Community Center. The Treynor American Legion Post #725 has the exclusive rights to operate the bar. The Renter of the Community Center must contact the American Legion to request bar service.
5. If both the Four Corners Room and the American Legion Room are rented on the same day by two different parties, the bathrooms and the parking lot will be shared.
6. Decorations shall not be attached to the structure of the Community Center; this includes but is not limited to command strips, scotch tape, etc... The Renter may check with the Community Center manager for exceptions at the manager's sole discretion.
7. Any Renter signing the rental contract will be responsible for any damage to the facility and its contents or missing items during their usage of the facility. Any cost will be deducted from the deposit fee. Any damages more than the deposit fee will then be immediately paid by the Renter. This section shall also specifically apply to equipment or property owned by the American Legion Post #725 that is on the premises.
8. There shall be no rice, confetti, bubbles, silly string, or birdseed allowed in the Community Center.
9. Tables and chairs are not to leave the Community Center.

10. SMOKING IS PROHIBITED ANYWHERE IN THE COMMUNITY CENTER.

11. The City of Treynor will not be responsible for lost or stolen items.
12. Renter may request access to the Community Center before the day of the event (*to set up*) for the full day's rental fee *provided* that the area has not been rented for that day. However, if the facility remains available the week before the event, then the Renter may rent it for the day before the event (*to set up*) by paying a One Hundred Dollar (\$100.00) rental fee for that day.
13. The person making the request to the use of the Community Center must be at least 21 years of age or older. A photo I.D. is required.
14. The Pottawattamie County Sheriff's Department may be notified by the City of Treynor for large events, and events where alcohol will be served. Sheriff's Department deputies shall be allowed to enter the Community Center at any time to ensure the safety and welfare of the people within.
15. No animals, except guide or other service dogs, will be allowed in the Community Center.
16. Any spill, wet or dry, will be cleaned up at the time of the spill.
17. All trash will be tied up and put in the appropriate receptacle. Excessive trash incurring additional pickup charges will be billed to the Renter and taken out of the deposit.
18. The Renter and all guests, invitees, employees, agents, etc., must abide by the rules set forth in the rental contract or the City of Treynor may refuse that Renter any future rental requests and may withhold any or all the deposit.
19. The Community Center may be occupied after 6:00 a.m. and shall be vacated by 1:00 a.m. If the Community Center is not rented out the next day, for an additional fee of \$100.00, the Renter may have until noon of the day after the event to clean the facility.
20. Users of the community center will be provided with one (1) key. Keys can be picked up at City Hall 9:00 am to 4:00 pm the Friday prior to the event, unless other arrangements have been made. Keys must be returned immediately following the event to City Hall or City Hall Dropbox. Any lost keys will result in charges for the re-keying of the locks.
21. **Renter is required to LOCK doors upon leaving facility.**
22. Renter will be provided with a Cleaning Check List. The City representative will examine the Community Center and review the Community Center Cleaning Check List after each event to determine whether the deposit should be refunded. If cleaning requirements are not met, the Renter forfeits the rental deposit in full and the City will clean the facility.
23. No fog machines, smoke machines, theatrical smoke, fireworks or similar items or devices are allowed in the Community Center.
24. If the fire alarm goes off, the building must be evacuated and 911 must be called for immediate Fire Department response. No one shall re-enter the building until Fire Department permission is given.
25. If the Renter or guests create a false fire alarm, the Renter will forfeit the entire deposit.
26. The Community Center will only be used for lawful activities and under federal, state and local laws. Any violation shall be strictly prohibited and will result in immediate termination of this Agreement.
27. Special terms for contract: _____

HOLD HARMLESS AGREEMENT

Renter hereby agrees to indemnify the City of Treynor, Iowa, and The American Legion Post #725, their officers and employees, and defend against all claims brought or actions filed, for any and all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees, and against all liability, losses, and damages of any nature whatsoever, including but not limited to property damage and personal injury, including death resulting at any time therefrom, arising from any act or omission, either active or passive, of the Renter, invitee or guest of Renter or any person acting on his/her/its behalf arising from the activities sponsored by Renter at or on the Treynor Community

Center. Renter hereby agrees to follow all the Rules and Regulations of the City of Treynor Community Center Rental Contract and does accept financial responsibility for all damages to the facility and its contents or missing items during their usage of the facility and all other obligations set out herein and provided by law.

(Signature of Renter)

Date

(City's Authorized Signature)

Date

Manager in Charge: Brook Jensen **Phone:** (712) 487-3787

CITY OF TREYNOR
COMMUNITY CENTER RENTAL CONTRACT

Customer Number _____

Total Due: _____

Payment History:

Deposit:	\$ _____	Check # _____	Date Paid _____	Received by _____
Rental Payment:	\$ _____	Check # _____	Date Paid _____	Received by _____
Rental Payment	\$ _____	Check # _____	Date Paid _____	Received by _____
Rental Payment	\$ _____	Check # _____	Date Paid _____	Received by _____

Deposit Refund:

Deposit Refunded \$ _____ Date _____ Refund Denied _____

Reason for denied refund:
