

CITY OF IVANHOE COMMUNITY CENTER RENTAL AGREEMENT

This agreement must be completed including signature and accompany the rental payment before the key is given out.

Rental of the Community Center is \$75

Non-Profits, Civic Organizations – No Charge

NAME: _____

ADDRESS: _____ **PHONE:** _____

DATE YOU WOULD LIKE TO RENT COMMUNITY CENTER: _____

ACTIVITY: _____

PLEASE READ THE FOLLOWING RULES AND GUIDELINES AND SIGN BELOW THAT YOU UNDERSTAND THEM.

1. The people/organization renting the facilities are responsible for any damage.
2. Each group of people renting these facilities is responsible for bringing their own plates, silverware, napkins, etc. Any dishes used belonging to the Community Center should be cleaned and put away before leaving. Any washing rags or towels belonging to the Community Center should be laundered and returned the next business day.
3. Each group of people renting these facilities is responsible for:

	All floors shall be swept, mopped and vacuumed. Do not slide tables on floor. They should be picked up to be moved.
	All tables and chairs need to be wiped off.
	Return the kitchen to an orderly condition including wiping off all countertops, rinse sink, clean-up all spills, etc.
	Wash and put away any dishes, utensils, etc.
	Check all faucets to make sure they have been completely turned off.
	Any spills on carpet need to be taken care of immediately. If the carpet is stained, you will be responsible for all cleaning charges.
	All garbage needs to be placed in the dumpster located outside the north door of the building.
	Return all tables and chairs to their original location.
	Turn off all lights. (Check Bathrooms)
	All doors need to be locked, and all keys returned to City Office next business day.
	Turn the thermostat back to the temperature upon your arrival.

4. If the community center is left a mess or there is any damage, there will be a charge to repair the damage and/or a charge for cleaning.

In addition to the stipulations outlined in the Rental Contract, the City requires the following tasks to be completed before we can return any of your damage deposits:

If you experience any problems while using the facility, please contact the City Office during normal hours at 507-694-1738

THIS IS A “COMMUNITY CENTER” LET’S ALL WORK TOGETHER TO KEEP IT NICE FOR EVERYONE.

Signature: _____

Date: _____