

SHELTER HOUSE RENTAL AGREEMENT – Urbandale Parks and Recreation

LION RALPH WHITTEN SHELTER HOUSE
 72nd and Aurora Avenue, Urbandale. NOTE: The number of people using this shelter is NOT to exceed 100 persons.
This facility is air-conditioned.
NO SMOKING IN THE SHELTER HOUSE.

WALKER JOHNSTON SHELTER HOUSE
 9000 Douglas Avenue, Urbandale. NOTE: The number of people using this shelter is NOT to exceed 150 persons.
This facility is NOT air-conditioned.
NO SMOKING IN THE SHELTER HOUSE.

PLEASE READ THIS CONTRACT CAREFULLY. Questions? Please call 278-3963

RESIDENT RENTAL FEES

8:00 AM – 4:00 PM	\$ 75.00
5:30 PM – 10:30 PM	\$ 75.00
8:00 AM – 10:30 PM	\$140.00

NON-RESIDENT RENTAL FEES

8:00 AM – 4:00 PM	\$ 95.00
5:30 PM – 10:30 PM	\$ 95.00
8:00 AM – 10:30 PM	\$160.00

Contract # _____
 Today's Date _____

The Urbandale Parks and Recreation Commission, Owner, and _____
 as Lessee, hereby enter into the following Rental Agreement for WALKER JOHNSTON or LION RALPH WHITTEN
 Park Shelter House under the following terms and conditions: (circle one)

1. Lessee shall have possession of the premises on _____ to _____. Rental time is from _____ to _____. This **INCLUDES** your set-up and clean-up time. Even though a key is issued prior to the rental time, Lessee agrees **not** to occupy the building outside of the designated rental time. You are charged according to your specific rental time. Occupying the facility early or staying past your specified time affects custodial cleaning and other rentals. Failure to observe your specified rental times will result in additional charges and/or withholding from your deposit (minimum \$50.00 fee). _____ (initials) Rental is for the following **non-profit** activity: _____.
- Approximate number of people to use the facility will be _____. Lessee must be at least 21 years of age to rent shelter. City Ordinance 5.17.15 states, parks are closed from 10:30 p.m. until 6:00 a.m. to all persons.
2. A key **WILL** be issued to Lessee for use of the room. Please pick up the key at the Park & Recreation office between 8:00 a.m. – 5:00 p.m. on _____. **Failure to pick up the key during Parks and Rec. operating hours will result in a \$25.00 charge taken from your deposit due to charges for staff overtime.** There will be a \$10.00 charge deducted from your deposit if the key is not returned. Lessee shall lock shelter doors at closing time stated on agreement. In case of emergency only, please call the custodian at phone # **865-2120**.
3. Even though a key is issued prior to the rental time, Lessee agrees **not** to occupy the building outside of the designated rental time.
4. Lessee shall pay a rental fee in the amount of \$ _____, said sum to be paid at the time of execution of the Agreement, the amount being computed according to the schedule or rent stated above.
5. If cancellation is necessary, Lessee must cancel at least fourteen (14) days before rental date, or rental fee will NOT be refunded. Damage deposit will be refunded. Any cancellations or changes in rental dates and times must be done in person at Park and Recreation office. **Changes and/or cancellations cannot be made by phone.**
6. A cleaning, damage, rule, and key deposit of **\$ 100.00** is paid at the time this Agreement is executed and shall be refunded to Lessee (by mail approximately 2 weeks following rental) if the premises are left in the same condition after Lessee vacates as it was immediately prior to the occupancy thereof by Lessee. Any extra expenses incurred for additional cleaning by Park and Recreation staff (or representative) will be deducted from the deposit.
7. There are approx. 9 tables and 75 chairs in each facility. All tables and chairs must be folded and put away in their proper place before Lessee is finished with rental. Trash must be collected in garbage bags and left **OUTSIDE** the building by the door. (Walker Johnston – south door of building, Lion Ralph Whitten – northeast door of building). Floor must be vacuumed, swept, and/or mopped at the end of rental. Premises must be left in the same condition after Lessee vacates as it was immediately prior to occupancy.
8. The Lessee hereby warrants that they will be personally responsible for the cost of repair of any damage over and above that covered by the damage deposit. Lessee recognizes the City is not responsible for lost or stolen items of any kind.
9. Keg beer is not allowed at the Lion Ralph Whitten Shelter. Walker Johnston Shelter may have keg beer providing the keg is kept outside the Shelter. Bottled or canned beer or alcohol is allowed at both facilities. Lessee is responsible in seeing minors do not indulge in alcoholic beverage. Smoking is **not** allowed at either shelter house.
10. The fireplace at Walker Johnston shelter house may be used by renters, but firewood is not provided.
11. Our shelters are located in public parks and, therefore, all parking is first-come, first-serve and cannot be reserved. *Please note* that Friday Fest concerts are held at Walker Johnston Park on Friday nights in the spring/summer.
12. In consideration of the City of Urbandale renting the Shelter House in question, Urbandale Police Officers shall have the right to enter said premises to determine if there are violations of the Urbandale code or State Code of Iowa.
13. There shall not be any money exchanged during rental (bake sale, craft sale, direct sales groups, admission, etc.). Rentals are for **non-profit** activities **only**. Payment today is made by: CASH or CHECK # _____
14. The parties hereto by signing this Agreement, hereby acknowledge that they have read this Agreement and understand the terms and conditions herein stated and agree to abide by the same. Failure to abide by all the rules and regulations as stated in this contract may result in denial of future rentals.

Lessee Signature _____ Address (please print) _____ Home Phone _____ Cell/Work Phone _____
 Department Representative _____ Total Amount Paid: _____ + 100 (dep.) = _____
 Deposit Requested: Date _____ Amt. _____