

**COMMUNITY ROOM RENTAL AGREEMENT – 7305 AURORA AVENUE  
 Urbandale Parks and Recreation Phone#: 278-3963**

NOTE: The number of people using this shelter is NOT to exceed 185 persons. **This facility is air-conditioned.**  
**NO SMOKING IN THE BUILDING.** Facility is available for rental Friday evenings, Saturdays and Sundays.

**RESIDENT RENTAL FEES**

8:00 AM – 4:00 PM	\$ 200.00
5:30 PM – 10:30 PM	\$ 225.00
8:00 AM – 10:30 PM	\$ 400.00

**NON-RESIDENT RENTAL FEES**

8:00 AM – 4:00 PM	\$ 220.00
5:30 PM – 10:30 PM	\$ 245.00
8:00 AM – 10:30 PM	\$ 420.00

**Contract #** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

The Urbandale Parks and Recreation Commission, Owner, and \_\_\_\_\_  
 as Lessee, hereby enter into the following Rental Agreement for the Community Room under the following terms and conditions:

1. Lessee shall have possession of the premises on \_\_\_\_\_ . 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. \_\_\_\_\_ (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
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 & 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 community room doors at closing time stated on agreement. In case of emergency only, please call the custodian at phone # **865-2120**.
3. 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.
4. 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.
5. A cleaning, damage and key deposit of **\$ 200.00** 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 is left in the same condition after Lessee vacates as it was immediately prior to the occupancy thereof by Lessee and the key is returned. Any extra expenses incurred for additional cleaning by park and recreation staff or representative will be deducted from the cleaning and damage deposit.
6. There are approx. 19 tables and 185 chairs in the facility. All tables and chairs must be arranged according to the diagram on the back of this contract before Lessee is finished with rental. The diagram is also located in the storage closet of the Center. Trash must be collected in garbage bags and left inside the building by the kitchen entrance door.
7. All appliances are commercial grade and are not to be operated by anyone under the age of 18. Lessee will not hold the City responsible in case of accident/injury as a result of improper use of appliances.
8. The Lessee hereby warrants that he 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. Lessee is responsible in seeing minors do not indulge in alcoholic beverage.
10. In consideration of the City of Urbandale renting the Community Room 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.
11. 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 # \_\_\_\_\_
12. 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.

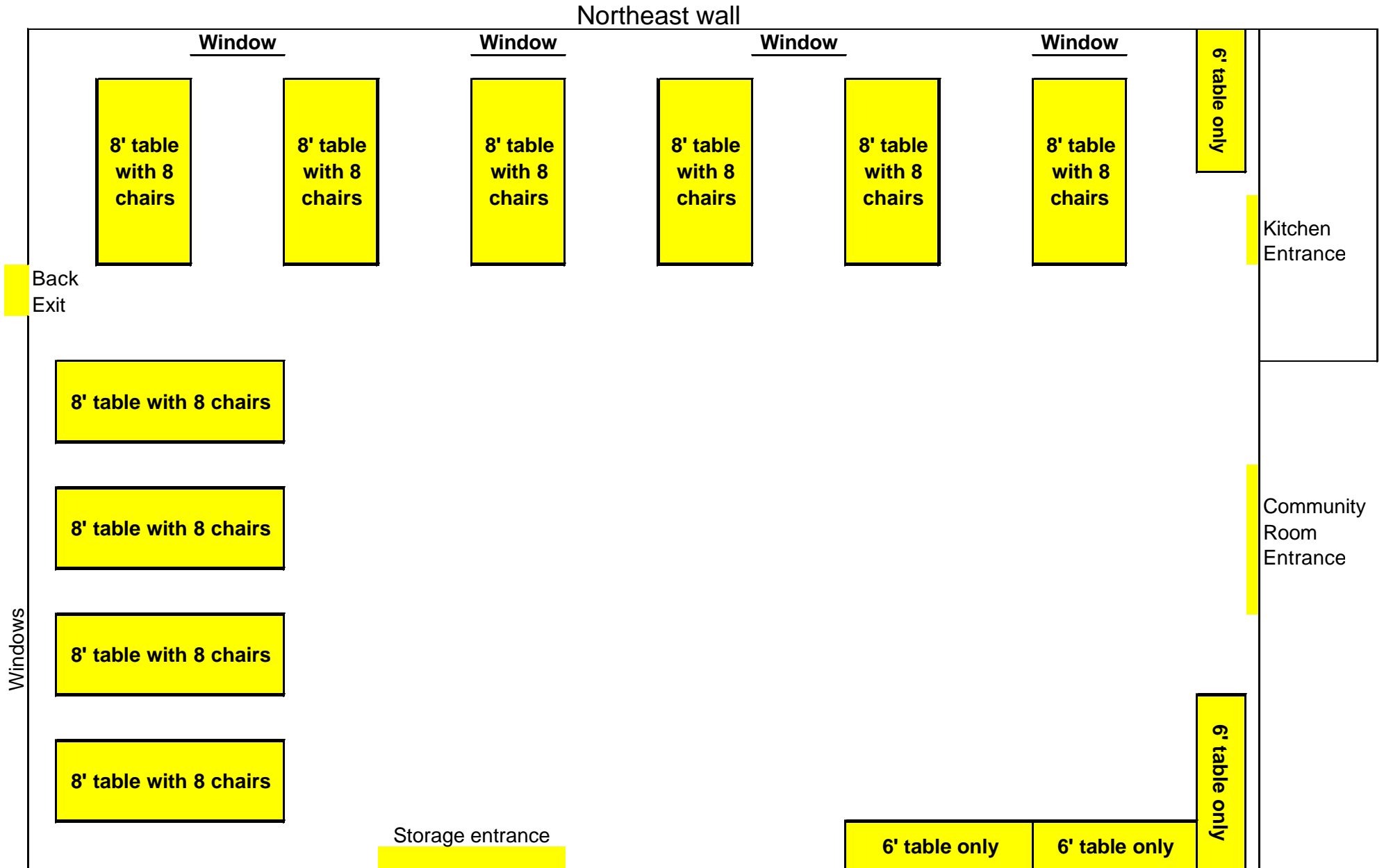
\_\_\_\_\_  
 Lessee Signature                      Address (please print)                      Home Phone                      Cell/Work Phone

Department Representative \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_ + 200 (dep.) = \_\_\_\_\_

Deposit Requested: Date \_\_\_\_\_ Amt. \_\_\_\_\_

# Community Room at Urbandale Senior Center

Please leave tables & chairs set up (as shown) after your event.



Please return all additional tables & chairs to the storage closet. Thank you