

# Cedar Falls Community Center Rental Contract/Permit

## DATE(S) AND TIME(S) OF USE

Day(s)/Date(s): \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Time(s) Start/End: \_\_\_\_\_

Group/Purpose: \_\_\_\_\_

City of Cedar Falls, hereby grants \_\_\_\_\_, (hereinafter called the "Renter") permission to use the facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached here to all of which form part of this Agreement.

## CONDITIONS OF USE (Must be 21 to rent the facility)

- City facilities or grounds may not be used for political campaign purposes. However, candidate debates or forums may be held in city facilities or on city grounds so long as at least two candidates seeking the same office are invited to attend the debate or forum. Precinct caucuses and caucus education or training may be held in city buildings where other public meetings are allowed. Caucus education or training may not include fundraising or other campaign work and may not include advocacy for or against a candidate or for or against a ballot issue.
- The Community Center may be reserved up to one year in advance. The Community Center cannot be reserved less than 30 days from the event.
- Security deposits and rental fees are due in full at least 60 days in advance of the rental date, or due immediately if the rental is made within 60 days of the rental date. Failure to do so voids the agreement.
- In the event that a check is returned to us, cash payment will be required. Reservation is not guaranteed until payment clears.
- If alcohol is served, a Cedar Falls Police Officer **MUST** be in attendance. The fee for the police officer will be established by the Cedar Falls Police Chief and will be paid directly to the Police Department. It is the renter's responsibility to provide proof that a Cedar Falls police officer has been scheduled at least 2 weeks prior to the rental or alcohol will not be allowed at the event.
- **NO** meal/food preparation is allowed, only catered/prepared food, and the kitchen stove/oven is only for food warm up.
- Community Center and library staff cannot accept delivery orders for renters in advance of their events. Renters must be present to accept deliveries related to their events. Any deliveries made without the renter present will be **REFUSED**. As a courtesy to staff please note any/all potential deliveries when filling out the contract **OR** as soon as possible after signing the contract.
- All renters are expected to include the following in their **ORIGINAL** rental times: time to set up and time to clean all areas used during your rental in an adequate fashion (this means the condition of the facility is in as good or better condition than it was when you arrived). If a renter would like to bring some supplies for their rental prior to the rental date (between the hours of 4:00 and 5:00 PM) this must be indicated at the time of the creation of the rental agreement. The Community Center is not responsible for any items left at the center prior to, or after, a rental.
- All renters are expected to only use the area designated in their contract, and also not to enter the Pool room, Craft room, Ceramics room, supply closets, and areas marked Staff Only.
- All renters are expected to return any and all tables, chairs, equipment, etc. to their original location before leaving. In order to make major adjustments in the table and chair locations during a rental, pre-approval must be granted by the rental agent and should be included in the rental contract (no tables can be put on the dance floor, and only chairs with rubber feet can be used on the dance floor).
- Food and drink other than water are not permitted on the hardwood dance floor.
- For events, other than weekdays from 8:00am-4:00pm, that run over the scheduled time there will be an additional charge of \$50/hour or fraction there of plus the hourly facility fee for the rental.
- All late evening events are expected to be cleaned up and out of the facility by midnight.
- Renters are to remove all garbage generated by their event; garbage bags and a dumpster are available on site.
- There will be a \$25/hour charge if cleaning is required following any event. This charge is not a substitute for your party cleaning the facility in an adequate manner.
- The exterior of the property shall remain in order at all times (free of litter, cans, etc.).

## **Cedar Falls Community Center Rental Contract/Permit**

- The walls or windows/blinds will not be used for decorations purposes.
- Sofas and Chairs in TV viewing area are not to be moved for any reason.
- The dumpsters are not to be moved for any reason.
- All deposits will be held for 72 hours (three business days) after any rental.

### **REFUND/CANCELLATION POLICY** (Must be 21 to rent the facility)

#### **CANCELLATION**

- With more than 3 week notice, 10% of the reservation fee will be charged/withheld from the refund.
- With 3 week to 5-business day notice, 20% of the reservation fee will be charged/withheld from the refund.
- With 4 or less business day notice, 40% of reservation fee will be charged/withheld from the refund.

#### **RESCHEDULE**

- With more than 3 week notice, the additional charge of 5% will be assessed.
- With 3 weeks to 5-business day notice, the additional charge of 10% will be assessed.
- With 4 or less business day notice, the additional charge of 20% will be assessed.

#### **WINTER WEATHER RELATE CANCELLATION**

- Our first goal will be to hold the event as scheduled when reasonable.
- Should winter weather conditions be such a cancellation is necessary the staff will work with the renter to reschedule the event when possible.
- Should rescheduling the event not be possible, then a refund will be granted minus the higher of the two: either a \$10.00 processing fee or a 15% of the rental fee.

## Cedar Falls Community Center Rental Contract/Permit

The sponsoring organization or person in charge agrees to indemnify, defend, and hold harmless the City of Cedar Falls, and the City's elected and appointed officials, employees and volunteers, all City boards and commissions, and all agents, assigns, and insurers of the City, for all loss, expense, claims, damages, or causes of action whatsoever by reason of personal injury, death or property damages, including loss of use thereof, arising out of or connected in any way with the use of the Cedar Falls Community Center by the persons and organizations listed below:

**RENTER:**

Organization: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**COMMUNITY CENTER REPRESENTATIVE**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 City of Cedar Falls, Community Center  
 528 Main Street, Cedar Falls, IA 50613  
 cfcommunitycenter@gmail.com 319-553-6925  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

(note below if any special equipment or arrangements have been made)

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Payment Information:

Area Scheduled:	Main Hall	Dance/Exercise Area	Main Hall & Dance/Exercise Area
Total Rental Hours:	_____	Rental Rate:	_____
Total Rental Payment Due:	_____	Security Deposit Due:	_____
Check Number:	_____	Check Number:	_____
Date:	_____	Date:	_____
		Date Deposit Returned:	_____

Bottom portion is for office use only.

Cedar Falls Community Center  
 528 Main Street  
 Cedar Falls, Iowa 50613  
 (319) 553-6925

Deposit Refund: 262-1092-423.87-01  
 Date: \_\_\_\_\_  
 Invoice Number: \_\_\_\_\_

Remit to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Deposit Received	Rental Date(s), Service Fee Description	Balance Returned
<b>Total Returned</b>		<b>\$</b>