

**ST LUCAS COMMUNITY CENTER
RENTAL AGREEMENT
PO Box 244 St Lucas IA 52166**

By Name: _____

Address: _____

City _____ State _____ Zip _____ Phone: _____

Email: _____

You have rented the Community Room for the following date and time:

Date: _____ Time: _____

Rental Fee-\$150

Deposit-\$125 (separate check)

Total Due Today \$

The undersigned hereinafter Renter, agrees to rent the use of the Community Center from the City of St. Lucas, Iowa, hereinafter City upon the following terms:

1. **Renter shall pay to City the sum of \$125.00 as a rental DEPOSIT** to hold said date for use by Renter and as a damage deposit.
2. Otherwise, said deposit shall be returned to Renter upon inspection of the property by the City after use by Renter to determine that the property has been properly cleaned and that there is no damage. If there is any damage or cleaning to be done, the City shall be entitled to so much of said deposit as is necessary to pay for the cleaning or the damage done and shall refund any balance to Renter with accounting of the cost of cleaning and/or damage given by the City to Renter. In addition, Renter shall pay to the City giving a written accounting of the cost of cleaning and/or damage to renter and demand for payment.
3. **The RENT shall be a separate check of \$150.00 payable to the City.** If possible please pay both when signing the contract. No access to the Community Center will be given until both are paid.
4. NO SMOKING allowed in the Community Center. Renter shall be fully responsible in connection with liability, both criminal and civil, for the consumption of any alcoholic beverages on the premises and acknowledges that the City is not involved in any manner with any such service and

consumption of alcoholic beverages that may occur during Renter's rent of the center. If Renter serves keg beer, it is to be set up in the kitchen area and the area covered for overflow and or spills so it does not damage the floors & prevents them from getting wet. If using the large coffee pots make sure NO DRIPPING ON THE CARPET AREA. You will be charged for cleaning this area if it is damaged.

- 5. NO next day cleaning. The center should be cleaned right after your event.
- 6. Renter assumes all liability for any damages and injuries to other parties occasioned by Renter's use of the center and shall fully comply with all terms of this agreement. No animals allowed in the Community Center & No overnight stays.

Signature of Renter/Responsible Party

Date

Please fill in mailing address below for return of deposit check or X this box if we can shred your check instead of returning it.

OPTIONAL CLEANING SERVICE

Renter by signing below agrees that the City make arrangements for cleaning the Community Center after my rental of the same pursuant to this agreement to be charged at the rate of \$25.00 for each hour required for cleaning. I understand that removing the garbage from the premises is still my responsibility.

SIGN BELOW ONLY IF YOU WANT THIS CLEANING OPTION.

RENTER _____

DATE: _____

• Date Rental Paid: _____

Amount Paid: \$ _____ CHECK # _____

Deposit Returned \$ _____ and how _____

Amount Held \$ _____ and why _____

Staff Initials _____

CHECKOFF LIST OF DUTIES AFTER USING THE ST LUCAS COMMUNITY CENTER

MOPS & VACUUM IN MENS BATHROOM CLOSET

_____ Vacuum all carpeted areas

_____ Wipe & clean all tables, chairs, kitchen counters, sink, stove, floors and any other items used or soiled by the renter. All towels will be laundered & returned to the center

_____ All garbage & refuse shall be bagged & removed from the center.

_____ No thumb tacks or tape used on the walls

_____ Clean the bathrooms

_____ Mop all vinyl floors

_____ After use set the thermostat at 78 degrees in air conditioning season & 62 degrees in the heating season

_____ The center must be cleaned right after your event. No cleaning of center the next day

_____ Clean every item & area necessary to return the Center in the condition it was prior to renters use. This includes putting the tables and chairs back where they were.

If Renter prefers not to clean, the City will make arrangements for cleaning at rate of \$25.00 per hour with Renter to make this arrangement with the City at the time of signing this agreement. See CLEANING OPTION ABOVE in contract for this service.

Thanks You for using our center, we hope it worked well for your event.

Please Sign sheet and slide under city hall office door or on counter in kitchen after you check things off

RENTER: _____