

C2 RENTAL AGREEMENT

*Rental fee is to be paid in full when booking to reserve date
Deposit is required the day of rental cash or check only*

RENTER'S NAME: _____ PHONE #: _____

DATE OF RENTAL: _____ TIMEFRAME: _____

PURPOSE: _____ # ATTENDING: _____

ALTERNATE CONTACT: _____

Rental Fees: **Friday/Saturday/Sunday- Dining Room**
***Between hours of 8:00am-8:00pm**
Half day (4 total hours) with kitchen \$215
Full day (up to 8 total hours) with kitchen \$275
Room/Cleaning Deposit \$100

Meeting Space- Business Hours (M-TH 9:00am-4:30pm)
Minimum 2 hours \$15/hour
Room/Food Drink Deposit \$50

Meeting Space—Outside Hours (M-TH 5:00-10:00pm, Weekends 8:00-8:00pm)
Minimum 2 hours \$30/hour
Room/Food Drink Deposit \$50

Extras: Serving Alcohol \$100 returnable deposit—no kegs or liquor, bottle or can beer and wine ONLY

APPLICABLE CHARGES TO BE DUDUCTED FROM DEPOSIT

- Missing cleaning supplies (i.e., brooms, mops, spray bottles) \$25
- Any destruction from decorations used and left \$50
- Any Janitorial cost will be accessed clean up fee of \$50 an hour—*this includes if floor is not swept or mopped*
- **Loss of full deposit if items are left and facility is not clean**
- Physical damage to facility will be paid fully to the extent of the repair by renter

AGREEMENTS

- Renter has agreed to release the City of Fort Dodge from liability resulting from any loss, damage, or expenses of any kind, occasioned by, or arising out of any accident or other occurrence causing or inflicting injury or damage to any person or property during the use of the facility.
- Per city ordinance renter agrees that there will be no kegs of beer allowed at any FD Parks & Recreation facilities or parks.
- Pursuant to Iowa law, there is a NO SMOKING policy in all City facilities and all outdoor smoking and vaping must be done at least 30 feet away from all windows and doors.

By my initials I have acknowledged:

- Credits will not be given without just cause – no cash refunds for any reason. _____
- I have read all the rules that come with renting a City owned building. _____
- My rental date and all contact information is correct. _____
- There is limited parking and only in appropriate places. _____
- It is my responsibility to follow and enforce the COVID-19 restrictions. _____
- I am responsible for cleaning up the room I rented and completing the cleaning check list _____
- I understand that I will NOT receive my deposit back until the following week of my rental _____
- I understand that my rental time does not start until the time listed _____

Signature _____

Date _____

Cleaning Check List for Weekend Rentals

Renter's Responsibility

- Tables must be put back where they were before the rental was started—please use our table lift to move table to prevent scratches to the floor
- Thermostat is returned to 72 degrees
- Floors must be swept or vacuumed, please clean up any crumbs left behind
- Mop the floor (dining room only) or—attendant will provide mop bucket
- All tables used must be wiped down
- Refrigerator must be cleaned out and wiped down
- All trash is taken out to the city trash cans behind the building
- All decorations and personal property are removed from facility
- Lights are turned off

*Rental Deposit will NOT be returned until the following week of rental during regular business hours

*For deposit to be returned, these tasks must be complete

*Attendant is not responsible for the cleanup of your event

Room Descriptions

Citizen's Central Dining Room- suitable for showers/parties/large get togethers

- Mixture of 12 round, and double square tables
- Can hold up to 165 people
- Large kitchen available
- Refrigerator storage directly in dining room
- Temperature control
- A few additional 6-foot tables available

Citizen's Central Meeting Space- a meeting/gathering space for smaller groups, not available for showers/parties

- Carpeted area
- 10 square tables with chairs
- Maximum room capacity of 42
- Multipurpose used for many gatherings, meetings, church groups, day programs, etc.
- TV available for set up to music/computers/etc.

