



City Of Stanhope
600 Main Street, P.O. Box 128
Stanhope, Iowa 50246
Telephone: 515.826.3290
Facsimile: 515.826.4290

Stanhope Community Center-Community Room Rental Agreement

Agreement for the rental of the Stanhope community center-community room facilities, 600 Main Street, Stanhope, Iowa, subject to the following terms and conditions:

Terms

1. Use of the Stanhope community center-community room facility is to be arranged through the city office and is subject to availability. Rental of the Stanhope city office or Stanhope public library facilities are not permitted and access to those areas will be restricted. Any use of the facilities must be approved by the city office prior to use of the facilities.
2. Smoking is prohibited in all areas of the building, with the exception of the front outside porch of the facility, which is designated as a smoking area.
3. Use of beer and wine is allowed in the community room of the Stanhope community center, subject to the payment of an additional \$250.00 deposit. Use of alcoholic beverages, other than beer and wine, require the completion, by the renter of the facilities, of an application through the Iowa alcoholic beverages division at www.iowaabd.com.
4. Lessee agrees to indemnify and hold harmless the City of Stanhope, its officials, employees, agents and representatives, for an injury or damage to persons or property occurring during, or arising out of, occupancy and use of the Stanhope Community Center by the Lessee and its guests.
5. Host shall not sell, dispense, or give alcohol to an intoxicated person. Host shall not sell, give, or otherwise supply any alcohol to any person under legal to consume. Host shall not have a person under the age of 21 years of age involved in serving alcohol.
6. Use of any non-prescription narcotics and/or controlled substances is prohibited in the Stanhope community center-community room.
7. There shall be no alterations made to the Stanhope community center-community room unless prior approval has been granted from the Stanhope city council.
8. Nothing is to be removed from the Stanhope community center that is the property of the center.
9. The Stanhope community center-community room shall be left in a clean and tidy condition and users shall check to make certain that coffee maker is unplugged, ovens are turned off, all windows are closed and locked, lights turned off, air conditioning turned off, thermostat left at 70 degrees, tables and counters are wiped off and garbage removed from the premises.
10. Refrigerator space in the kitchen is available to all users, anything left in the refrigerator, after use, will be disposed of.
11. Any cost to repair any damage, repair or replace any stolen or damaged contents or any other costs incurred as a result of use of the facilities will be assessed to the person, persons or group that rented the facilities and will be deducted from the usage deposit and/or billed for remainder.

Stanhope Community Center-Community Room Rental Agreement, Continued

12. All use of the Stanhope community building must be concluded by mid-night, C.S.T.
13. The city clerk may issue one building key or key faub to the person, persons or group renting the Stanhope community center-community room and that person, persons or group shall make certain that the building is locked upon exiting the building if key faub is giving.
14. Rental of the Stanhope community center-community room facilities is made on a first come-first serve basis without regard to race, color, religion, sex, national origin, age or any other legally protected status.
15. Please be advised that security cameras are in use in all areas of the building and will record all activity in the building.

APPLICATION IS HEREBY MADE FOR THE USE OF THE STANHOPE COMMUNITY CENTER-COMMUNITY ROOM. APPLICATION UNDERSTOOD THAT HE/SHE WILL BE HELD LEGALLY LIABLE FOR ANY DAMAGE INFLICTED. APPLICATION UNDERSTAND WHAT IS BEEN SIGNED.

Date of use of facilities: _____ **Onetime use:** () **Hours use:** () **Hours:** _____

Maximum capacity: 175 persons **Key Given:** Yes () No () **Date:** _____

Key Returned: Yes () No () **Date:** _____

| | | | |
|--------------------|--------------------|---------------------|-----------------------|
| Rental Fee: | Per Hours: \$10.00 | Per Day: \$80.00 | Cleaning Fee: \$20.00 |
| | \$5.00 for kitchen | \$20.00 for kitchen | (ALL RENTERS) |

| | | | |
|--------------------|----------|---|----------|
| Farm Sale/Auction: | \$150.00 | Alcohol Deposit: | \$250.00 |
| Deposit: | \$150.00 | <u>(no exceptions)</u> Half price on rental fee for non-profit | |

Make Check Payable To: City of Stanhope, we will deposit this check

Date: _____ [] Paid \$ _____

By: [] Check # [] Cash
[] Bank Money Order [] Other

Deposit Fee: \$150.00

Make This Check Payable To: City of Stanhope, we will hold this check. Upon inspection, may be returned.

DATE: _____ [] Paid
By: [] Check # [] Cash
[] Bank Money Order [] Other

Deposit Returned: [] Yes [] No **Date:** _____

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I will will not be serving beer/wine-requires \$250.00 security deposit payable at time of rental- will be refunded if facilities are returned in same condition as when rented.

I will will not be serving alcoholic beverages and further I understand that for this I will be responsible for securing a permit through the Iowa Alcohol Beverages Division at www.iowaabd.com.

Person, persons or group using facilities: _____
Name

Address

Phone

RESPONSIBLE PERSON, PERSONS OR GROUP:

Building Renter:

Signature/Title

Signature/Title

Approved By: _____
Toni Neuberger, City Clerk

Date

Date Approved: _____

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Community Room: Approximately 40' X 44', about 1760 square ft, not including kitchen or entry way

Kitchen: Approximately 12' X 15', about 180 square ft

Entry Way to the restrooms: Approximately 15' or 135 square feet for a total of approximately 2,075 square ft

Library: Approximately 27' X 71'.5", about 1930.50 square ft

City Office: Approximately 14' 6" X 19' 277.40 square ft