

Hiawatha Community Center Yearly Use Agreement for Non Profit Organization

Non profit organizations will be allowed to use the Community Center once a month. **Organizations will be allowed to reserve the center the weekdays of Monday through Thursday from 3:30 to 11 pm.** If rental occurs on a day observed as a holiday rental times will be 7:00 am to 4:00 pm and 5:00 pm to 11:00 pm.

Name of responsible person _____

Address _____ Phone # _____

Non-Profit ID# (required) _____

Organization represented _____ Number of members _____

Reason for Using _____
(Contract void if utilized for means other than specified)

Dates to be reserved:

Times to use the Center: _____ to _____

Will this event be a surprise? Yes No

Will there be any entertainment and/or music planned? Yes No

Will alcohol be served? Yes No

*If yes, you must provide Proof of Insurance as required on the Hold Harmless/Indemnification Agreement.

Has, or will, this event be advertised and/or announced publicly in any way? Yes No

If yes, please attach a copy of the advertisement/announcement and list all places where it will be circulated and/or posted:

Yearly fee: **\$300.00**

Deposit (refundable with acceptable inspection): \$200.00 Check

HIAWATHA COMMUNITY CENTER RULES & REGULATIONS

1. You must be 21 years of age or older to rent the Community Center. There must be a responsible adult age 21 or over in charge of the event and present at all times during the rental period for activities involving minors.
2. The Community Center rental time for weekdays is from 3:30 p.m. to 11:00 pm and weekends from 7:00 a.m. to 4:00 pm and from 5:00 pm to 11:00 p.m. If rental occurs on a day observed as a holiday rental times will be 7:00 am to 4:00 pm and 5:00 pm to 11:00 pm. It is against community center rules to enter the community center before your rental time or to stay later than your rental time. Being in the community center outside your rental time can result in loss of your damage deposit.
3. A \$50.00 cancellation fee will be withheld from all cancellations. No refund will be issued if cancellation occurs with less than 72 hours advance notice. You will be allowed to change your rental date one time if the date is available. If you have to change it more than once a \$25.00 fee will be charged.
4. The lobby of City Hall is not part of the rental area. No one should be using the lobby or using the city hall doors for entrance or exit. Only the community center entrance should be used.
5. Each group is responsible for orderly conduct and must leave the Community Center in the same order as it was before their use. Renter is responsible for sweeping, mopping, cleaning the kitchen, and emptying garbage into the garbage chute before leaving the Community Center (see Clean Up Checklist). The Community Center belongs to the Community. You will be expected to return it in the same condition that you find it prior to your rental.
6. Community Center Rental Agreement and Hold Harmless/Indemnification Agreement forms must be completed and rental fee paid before a reservation is considered valid. Use of the Center by any one group/person will be limited to once a month. Recurrent monthly rentals by one group/person will be restricted to Monday through Thursday. (Resolution #93-40).
7. Any damages done to the building, including any plumbing problems arising from your use of the building, will be charged to you.
8. The City of Hiawatha's noise ordinance will be enforced by the police department.
9. No alcoholic beverages will be allowed except when a Hold Harmless/Indemnification Agreement is signed by the user and proof of insurance is provided as required (declaration page of homeowners or renters insurance policy) by said Agreement. Beer and wine are the only alcoholic liquors allowed without a State of Iowa Liquor License. (Iowa Code §123.95)
10. The Community Center may not be used for sectarian or religious worship. (Resolution #86-164)
11. Animals are prohibited from the inside premises of the Community Center with the exception of guide dogs or Seeing Eye dogs. (Resolution #87-136)
12. Do not take anything belonging to the Community Center. Inventory will be taken and the responsible individual will be charged for missing items. Equipment belonging to the City will not be loaned out of the building.
13. The Community Center is **NOT** responsible for lost, damaged or stolen personal items during your rental period.
14. Concert rentals after 5:00 p.m. will have a City of Hiawatha Police Officer present at the expense of the renter for a rate of \$20.00 per hour in cash. (Resolution #02-85)
15. If the deposit is withheld because of the renter's maliciousness or negligence the renter is barred from renting the Community Center again. (Resolution #02-85)
16. No propane tanks are allowed inside the Community Center including those used for gas grills.
17. No decorations are allowed on the Community Center walls. Decorations may be placed on tables but must leave **no** marks or residue when removed. Confetti, glitter and candles are not allowed.
18. No decorations or lights may be hung from the ceiling.