

# CAMBRIDGE CITY CENTER RENTAL APPLICATION

The undersigned applicant hereby requests to rent the Cambridge Community Center, 225 Water Street, Cambridge, Iowa.

This application, if approved by the city, shall become a binding agreement for the applicant's use of the Cambridge Community Center, and applicant shall be bound by all of the terms and conditions outlined for use. The city reserves the right, in the exercise of its sole discretion, to deny any application for use of the Cambridge Community Center.

This application must be accompanied by a damage deposit, payable by check postdated to the day of use. If this application is denied, the damage deposit will be returned to the applicant upon denial. If this application is approved, the damage deposit will be returned to the applicant after room usage so long as no damage has occurred and all other provisions of the agreement have been complied with. The damage deposit is in addition to all other rental fees.

Applicant is to supply the following information. When completed, return this document with your appropriate damage deposit to the City Clerk's Office at City Hall. Call City Hall at (515) 220-4541 to confirm available dates. Date requested is not guaranteed until application and deposit have been received and approved.

Date of Agreement: \_\_\_\_\_

Applicants name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

For Organizations or Businesses:

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Date and Times of Rental \_\_\_\_\_

Type of Event \_\_\_\_\_

Number of expected attendees \_\_\_\_\_ Will beer or wine is served? Yes No

<b>Two-Hour Rental Rate</b>	<b>Cash/Check #</b>	<b>Date Paid</b>	<b>Staff</b>
\$75 Monday – Thursday No hourly rates on weekends or holidays			

<b>½ Day Rental Rate</b>	<b>Cash/Check #</b>	<b>Date Paid</b>	<b>Staff</b>
\$150 Monday – Thursday			
\$200 Friday – Sunday & Holidays			

**Full Day Rental – 8 a.m. to 12 a.m.**

<b>Full Day Rental Rate</b>	<b>Cash/Check #</b>	<b>Date Paid</b>	<b>Staff</b>
\$200 Monday – Thursday			
\$250 Friday – Sunday & Holidays			

<b>Event</b>	<b>Cash/Check #</b>	<b>Date Paid</b>	<b>Staff</b>
Wedding \$1,000 for Two (2) Full Days			

**Damage Deposit**

<b>Event</b>	<b>Cash/Check #</b>	<b>Date Paid</b>	<b>Staff</b>
Hourly, Half-day or Full Day Event	\$100		
Wedding	\$300		

\*If available, renters may get access the night prior starting at 5 p.m.

\*Nonprofit organizations within Cambridge city limits will be charged 50% of the total fee

\*The party using the facility must make and pay for rentals

\*Backup reservations are not guaranteed.

Note:

A damage deposit in the form of cash or separate check post dated to the event date is due at the time of rental application. If the building is used outside of the specified six hours for half-day rental or before/after a full day rental the damage deposit will be forfeited.

Damage Deposit Amount \_\_\_\_\_ Date Paid \_\_\_\_\_

Cash/Check# \_\_\_\_\_ Staff \_\_\_\_\_

# Terms and Conditions

Please read carefully. Failure to abide by any of the following may result in additional fees and/or immediate termination of the right to use the Community Center.

- Use of the Community Center is on a first-come, first-serve basis.
- The rental application must be accompanied by a damage deposit, payable by check, post dated to the date of usage. The damage deposit will be held until a complete inspection is made following use of the community center. Charges for cleanup, damage and/or replacement of items will be deducted from the deposit. IF such charges exceed the deposit a bill for the balance will be issued to the party named on the rental agreement.
- The community center will not be rented to any person under the age of 18.
- No early check-ins or late departures are allowed. Renters are to arrive at the designated rental times. Failure to abide by these rules will result in forfeiture of the damage deposit.
- All setup and cleanup is to be completed during the rental time period. Cleanup means you should leave the building as it was found. A checklist will be provided.
- Alcoholic beverages: Only beer and wine are allowed on the premises at any function in the Cambridge Community Center. No alcoholic liquor or anything stronger than beer or wine is allowed on the premises or any function in the community center.
- Rental applicants are solely responsible for enforcing federal, state and local statutes, rules and regulations regarding use of alcohol.
- NO beer or wine shall be served after 11:30 p.m.
- It is the responsibility of the rental party making the reservations to make arrangements with the city clerk to pick up the entrance key on the date of the reservation between 1 p.m. and 4 p.m. If you made reservations for Saturday or Sunday you need to pick up the key the preceding Friday before 5 p.m.
- Smoking is not permitted in the Cambridge Community Center.
- All tables and chairs will remain on the premises.
- NO decorations shall be affixed to the ceilings or walls.
- The Community Center must be cleaned according to the cleaning regulations list
- Evening renters must clean up and be out by midnight.

# Cleaning Regulations Checklist

- \_\_\_ Wipe off all tables and counters
- \_\_\_ Return all tables to table carts
- \_\_\_ Put all chairs away
- \_\_\_ Sweep all floors
- \_\_\_ Empty all garbage containers, including bathrooms. Put garbage in dumpster.
- \_\_\_ Clean up all spills and stains

## **Kitchen**

- \_\_\_ Clean Stove and Oven
- \_\_\_ Clean Counters and Sinks
- \_\_\_ Sweep Floor

## **Do not leave any food in the kitchen.**

- \_\_\_ Remove all food from the refrigerator.
- \_\_\_ Make sure all toilets have been flushed
- \_\_\_ Empty garbage
- \_\_\_ Clean Courtyard
- \_\_\_ Turn off all lights
- \_\_\_ Lock all doors
- \_\_\_ Return Key to City Hall

## **Reservation/Cancellation Policy:**

If the event is cancelled 14 days or more prior to the reserved event date, any fees collected, including the damage deposit, will be fully refunded. If a cancellation is made less than 14 days in advance, the damage deposit will not be refunded.

By signing this agreement, I acknowledge that I have received and read all of the rules pertaining to the Cambridge Community Center and understand that such rules are deemed part of this agreement. I understand that all rules must be followed at all times during the rental period. Failure to abide by all rules and regulations in this agreement may result in denial of future rentals.

I, the undersigned applicant, hereby state, certify and agree that the information supplied herewith is true and correct; that I have read and understand all of the terms and conditions and I agree to be bound by and abide by such terms and conditions; that I understand and agree that I am solely responsible for all damage to person or property which may occur as a result of my use of the Community Room in accord with this application and agreement, including any damage caused by or to any attendees at the event for which I am leasing the Cambridge Community Center. I further agree to, and do hereby, hold the City of Cambridge its employees, officers and agents harmless, and agree to indemnify them, for any loss or damage to person or property arising from my use of the Community Center or from the conduct of any attendees at the event for which I am leasing the Cambridge Community Center, including without limitation, the cost of reasonable attorney fees. I am a representative of an organization named as an applicant, I certify, state and warrant that I have the authority to sign this agreement on behalf of such organization and to bind such organization to the terms thereof. I understand and agree, that in the event this application is approved by the city of Cambridge, this application shall become a binding agreement for my use of the Community Center and I shall be bound by all of the terms and conditions stated hereinabove, including but not limited to, those stated in this paragraph.