CAMBRIDGE COMMUNITY CENTER
RENTAL APPLICATIION

The undersigned applicant hereby requests to rent the Cambridge Community Center, 220 Water Street, Cambridge, Iowa.

This application, if approved by the city, shall become a binding agreement for the applicants use of the Cambridge Community Center, and applicant shall be bound by all of the terms and conditions for use, as set for the hereinafter. 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 bee received and approved.

DATE OF AGREEMENT _____

APPLICANTS NAME_____

ADDRESS_____

PHONE _____

Applications for Organizations:

NAME OF ORGANIZATION_____

CONTACT PERSON_____

CONTACT'S PHONE NUMBER_____

TITLE_____

ADDRESS_____

DATE OF EVENT_____ TIME OF EVENT_____

TYPE OF EVENT_____

WILL BEER OR WINE BE SERVED DURING THE EVENT? YES NO

HOW MANY ATTENDEES WILL BE EXPECTED TO ATTEND _____

DATE AND TIMES OF RENTAL _____

½ Day Rental Rate	Cash/Check #	Date Paid	Staff
$100 Resident $150 Non-resident Monday – Thursday			
$150 Resident $200 Non-resident Friday – Sunday & Holidays			

Full Day Rental – 8 a.m. to 12 a.m.

FULL Day Rental Rate	Cash/Check #	Date Paid	Staff
$150 Resident $200 Non-resident Monday – Thursday			
$200 Resident $250 Non-resident Friday – Sunday & Holidays			

Event	Cash/Check #	Date Paid	Staff
Wedding $1,000 for 2 Full Days			

DAMAGE DEPOSIT

Event	Cash/Check #	Date Paid	Staff
½ or Full Day Event	$100		
Wedding	$300		

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

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 shall be 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 the usage. The damage deposit will be held until a complete inspection is made following use of the Community Center. Charges for excessive cleanup, damage and/or replacement of items will be deducted from the deposit. If such charges are in excess of the deposit, a bill for the balance will be issued and be payable by the user.

* The Community Center will not be rented to any person who is under the age of 18.

* No early check-ins or late departures. Renters are to arrive during designated rental times. Failure to abide will result in forfeiture of damage deposit.

* All setup and cleanup is to be completed during the specified rental time period. Clean up means you should leave the building as you found it. Check list will be provided.

* Alcoholic Beverages: Only beer and wine may be on premise at any function in the Community Center. NO ALCOHOLIC LIQUOR (ANYTHING STRONGER THAN BEER OR WINE) SHALL BE ON PREMISE AT ANY FUNCTION IN THE COMMUNITY CENTER.

Applicant shall be solely responsible for strict compliance with all federal, state and local statutes, rules, and regulations regarding the use of alcohol.

NO BEER OR WINE WILL BE SERVED AFTER 11:30pm.

* It is the responsibility of the rental party making the reservation to make arrangements with the City Clerk to pick up the entrance key on the date of the reservation between 1:00pm and 4:00pm. Those who are making reservations for a Saturday or Sunday must pick up the key on the preceding Friday by 5pm. The entrance key shall be returned promptly to the City Hall following use of the Community Center. Lock box is located on the outside of the building.

* SMOKING is not permitted in the Community Center.

* All tables and chairs must remain on premise.

* No decorations shall be affixed to the ceiling 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, including bathrooms. Put all garbage in dumpster

_____ Clean up any and 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 that 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 hereinbefore set forth; that 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. If I am a representative of an organization named as Applicant, I certify, state and warrant that I have 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 Applications 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.

SIGNED _____ DATE _____

FOR CITY USE ONLY:

Applicant is _____Approved _____Denied

Deposit made: _____ Deposit Returned: _____

Rental Fee Paid: _____ Key Returned: _____

Additional Fees owed and reason:

_____