



PELLA COMMUNITY SERVICES DEPARTMENT
Facility Rental Agreement

DATE OF RENTAL: _____ TIME: FROM _____ TO _____

FACILITY RENTED: _____ RENTAL CLASS: _____

RENTER'S NAME: _____

ADDRESS: _____

PHONE: DAYTIME: _____ EVENING: _____

PURPOSE OF RENTAL: _____

By signing this agreement, the renter agrees to the following conditions:

RENTER acknowledges that refunds of rental fees will not be made if a reservation is cancelled fewer than three (3) days prior to the reserved date. All fees may be refunded only in the event of the most extraordinary circumstances as determined by the City of Pella in lieu of death, serious injury, dangerous weather, etc. **No refunds are given for the cancellation of a Park Shelter rental; however, the rental may be transferred to another date if 3 days advance notice is given.**

RENTER agrees to leave the facility in a clean, neat orderly condition. The facility will be inspected after each rental to ensure that the facility is returned to the proper condition. This inspection will consist of all the items on the attached list. If the functions as listed are not performed, the facility is left in less than satisfactory conditions or if physical damage is done to the facility, the renter will be charged a minimum of \$50 per hour for any cleaning or maintenance that is required to bring the facility back to the proper condition. If costs for materials are needed for repairs or clean-up, the renter will be billed for materials cost in addition to the charge of \$50 per hour. If staff overtime is required in order to bring the facility back to the proper condition prior to its next use, those hours will be billed to the renter at the rate of \$70 per hour. In the event the renter does not abide by the conditions of the rental agreement, the renter will no longer be allowed to rent a Community Services facility of the City of Pella.

RENTER agrees to release the City of Pella 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, and or damage to any person or property during use of the facility. In the event of any claim, renter agrees to defend any suit or to go to any trouble or any expense to protect the City of Pella, its agents or assigns including the payment of all attorney fees and costs.

RENTER agrees there is to be no smoking in the facility. Pursuant to the July 1, 2008 Iowa Smoke Free Air Act, there is to be no smoking on any City property surrounding the Community Services facilities including the parking lot.

RENTER agrees that there is to be no alcohol in the building, on the property or in the parking lot.

RENTER acknowledges that the City is not responsible for activities held in different areas of the building, which may conflict with each other. Reservations are on a first come, first served basis. If the renter wishes to ensure a quiet or non-conflicting atmosphere, it is the City's recommendation that the entire facility be rented to avoid such a conflict.

RENTER acknowledges receipt of key(s) # _____ to the facility requested by this agreement. If the key(s) are not returned to the office, the renter will be responsible for the cost of changing the locks on the facility. The key(s) must be returned to the office drop box or the office on the following day of the rental.

RENTER acknowledges that the rental of any Pella Aquatic facility includes the labor for all lifeguards and management staff required by the State of Iowa and Ellis & Associates. Lifeguards must always be present and on stand before any patrons may enter the water. Renting the facility without lifeguards and management staff present is not an option.

RENTER acknowledges that the City of Pella reserves the right to cancel any rental at any time upon emergencies.

I certify that I have read, understand and agree to the above rules.

Renter's Signature	Date	City Representative Signature	Date

GAMES: The following games/items are available to rent for \$5 each per day or \$10 each for the week-end:

- | | | | |
|----------------------|--------------------------|----------------------------|--------------------------|
| LADDER GOLF | <input type="checkbox"/> | FISHING POLES (10) | <input type="checkbox"/> |
| BEAN BAG TOSS | <input type="checkbox"/> | FOOTBALL BELTS (10) | <input type="checkbox"/> |
| KICKBALL | <input type="checkbox"/> | SHUFFLEBOARD EQUIPMENT | <input type="checkbox"/> |
| BROOMBALL | <input type="checkbox"/> | PICKLEBALL PADDLES & BALLS | <input type="checkbox"/> |
| BOCEE | <input type="checkbox"/> | PICKLEBALL NET | <input type="checkbox"/> |
| DODGE BALLS | <input type="checkbox"/> | GUNNY SACKS (5) | <input type="checkbox"/> |
| VOLLEYBALL EQUIPMENT | <input type="checkbox"/> | | |

The following items have a different fee:

- | | | |
|---------------------------|--------------------------|------|
| 4 SQUARE BALL (1 DAY) | <input type="checkbox"/> | \$10 |
| SNOW CONE MACHINE (3 DAY) | <input type="checkbox"/> | \$35 |
| SNOW CONE MACHINE (1DAY) | <input type="checkbox"/> | \$15 |

A \$30 deposit is required on all rentals. Deposit will be returned if games/items are returned on time and in good condition with all parts.

**PELLA COMMUNITY SERVICES DEPARTMENT
FACILITY RENTAL POLICIES AND PROCEDURES**

CLASS A:

Private interest groups who are residents of the City of Pella and do not charge admissions and dues for their own purposes, businesses conducting in-house training for their own employees, meetings, and private parties. (i.e. graduation receptions, family reunions, business meetings or birthday parties) Fundraising efforts for non-for-profit organizations are also allowed under this class. (i.e. USA Swim Team Splash Bash, 501(c)3 fundraiser)

CLASS B:

Businesses or individuals conducting activities in which a fee or admission is charged or items are sold for income or profit. Meetings are commercial in nature including soliciting, transacting financial business, enlisting potential customers for later sales contact, etc. Non-residents of the City of Pella also fall within this category.

Rental Options	Class A (Price Per Hour Booked)	Class B (Price Per Hour Booked)
Community Center		
Auditorium	\$22.00	\$27.00
Use of Sound System	\$10.00	\$12.00
Use of Light System	\$10.00	\$12.00
Gymnasium	\$22.00 Plus Applicable sales tax	\$27.00 Plus Applicable sales tax
Meeting Room (Room 200)(max 25)	\$8.00	\$10.00
Meeting Room (Room 206)(max 90)	\$22.00	\$27.00
Parks		
Park Shelters (4 hour blocks)	\$25.00 (5 hrs)	\$30.00 (5 hrs)
Lawn Games (See listing on p. 6)	\$5 per day \$10 week-end	\$5 per day \$10 week-end
Aquatic Center & Indoor Pool		
Indoor fewer than 100 guests	\$100.00	\$120.00
Indoor 100 guests or more	\$120.00	\$144.00
Meeting Room	\$22.00	\$27.00
Outdoor Shelter	\$22.00	\$27.00
Main Pool	\$200.00	\$240.00
Adventure River	\$200.00	\$240.00
Entire Outdoor Complex	\$322.00	\$386.00

Please note: the hallway of the Community Center is not a rentable space; no tables, good, etc. are allowed in the hallway. This passage is a major exit route and must be kept clear. Coat racks, trash/recycling receptacles and chairs are the only items to be in this space.

1. To rent space in the Pella Community Center or a Park Shelter or to rent lawn games, call the Pella Community Services Department at 641-628-4571 or stop by the office located at Community Center, 712 Union St. Ste. 104.
2. To rent either facility at the Pella Aquatic Center/Indoor Pool complex, call the Aquatic Center office at 641-628-1882 or stop in the office located at 602 E 8th Street.
3. All scheduling will be done on a first come, first served, and one day less than a calendar year basis.
4. The Community Services Department reserves the right to decline a reservation to any organization or individual for any reason. Rental will only be made to an adult. Minor(s) access to the building without adult supervision during non-business hours is not allowed.
5. User fee is to be paid prior to use and received in the Community Services Department's Office within three (3) working days after the reservation is made. The reservation is not confirmed until the fee is paid.
6. In the event the user needs to cancel the reservation, a minimum three business day notice is required. **No refunds are given for the cancellation of a Park Shelter rental; however, the rental may be transferred to another date if 3 days advance notice is given.**
7. Keys for Community Center rentals are to be picked up before use at the Community Services Office, 712 Union St. Ste. 104 during the hours of 7:30 – 11:30am and 12:30 - 4:30pm Monday – Friday.
8. Facilities are available for rent on the following schedules:
 - a. In the Community Center, room 200, 206 and the auditorium are available for rent from 8:00 am – 10:00 pm daily. Any city meeting or sponsored program will have priority use.
 - b. The Community Center gymnasium may not be reserved/rented until after 4:30 pm Monday – Friday. All City recreation programs will have priority for the gymnasium use.
 - c. The Pella Aquatic Center and Pella Indoor Pool may be rented at any time that public use is not taking place. This schedule varies by the season. No rentals will be allowed past 8:00 pm for the outdoor Aquatic Center.
 - d. Park shelters may be reserved anytime during the year, but restroom facilities may be closed from October through April. All restrooms remain open to the public. Rental times are 10:00 am - 3:00 pm or 4:00 pm - 9:00 pm. Reservation must be made and paid three working days prior to the rental date. The following shelters are available for rental:

West Market North (off Franklin St, cap 48, grill)	Rotary Park (cap 40, grill)
West Market East (off W. 2 nd St, cap 48, grill)	Kiwanis Park (cap 40)
West Market South (off Liberty St, cap 120)	Lions Park (cap 16, grill)
Caldwell Park (cap 328, grill)	Brook Circle Park (cap 16)
South Park West (off Broadway St, cap 64, grill)	Big Rock Park (cap 16, grill)
Fountain Hills (no electricity, cap 24)	
9. The renter will be notified if the facility was left in unsatisfactory condition or if there was damage to the space.
10. Key(s) used for Community Center rentals are to be returned at the completion of the rental to the drop box.

Meeting rooms are equipped with tables, chairs, window air conditioners and electrical outlets. Restrooms are available on both second and third floors. The Community Services Department does not provide any other equipment. Users are not to tape or attach posters or any other materials on the walls, doors or windows.

FOOD: Refreshments are allowed in the balcony of the Indoor Pool, the Concessions area of the Aquatic Center, and in Room 200 and 206 of the Community Center. No food or drinks are allowed in the gallery or auditorium. Refreshments in the gymnasium are to be kept in the bleacher area.

ALCOHOLIC BEVERAGES: No beer or other alcoholic beverages are allowed in any facilities available for rent, on the surrounding property or in the parking lots.

SMOKING: There will be no smoking in any facilities available for rent. Pursuant to the July 1, 2008 Iowa Smoke free Air Act, there is to be no smoking on any City property including the parking lots.

SPILLS: In the Community Center, please mop up all spills on the floor with the mop, broom and dust pan located in the storage closet on second floor by drinking fountain or in the gymnasium. At the Indoor Pool/Aquatic Center, staff should be notified of any spills immediately.

BEFORE LEAVING THE COMMUNITY CENTER

1. Sweep floor (floor broom and dust pan are in storage closet on second floor and gymnasium).
2. Put room back in original condition. Tables and chairs folded and placed against the wall or arranged as the diagram on the wall indicates.
3. Check restrooms; turn off all water faucets and lights in restrooms.
4. Turn off all window air conditioners (Rooms 200 & 206).
5. Turn off the room rental and hallway lights within the rented vicinity. Please be courteous of other renters if they are still using the building.
6. Empty all garbage containers in rooms being used and place in dumpster outside on north side of building. Replace garbage bags.
7. Lock all Community Center entrance doors unless known for sure there is another rental/activity still in the building when you leave.
8. Put key(s) in drop box located outside Community Services Office.
9. If games were rented, leave them on the top bleacher in the gym.

GAMES: The following games/items are available to rent for \$5 each per day or \$10 each for the week-end:

LADDER GOLF	<input type="checkbox"/>	FISHING POLES (10)	<input type="checkbox"/>
BEAN BAG TOSS	<input type="checkbox"/>	FOOTBALL BELTS (10)	<input type="checkbox"/>
KICKBALL	<input type="checkbox"/>	SHUFFLEBOARD EQUIPMENT	<input type="checkbox"/>
BROOMBALL	<input type="checkbox"/>	PICKLEBALL PADDLES & BALLS	<input type="checkbox"/>
BOCEE	<input type="checkbox"/>	GUNNY SACKS (5)	<input type="checkbox"/>
DODGE BALLS	<input type="checkbox"/>	4 SQUARE BALL	<input type="checkbox"/>
VOLLEYBALL EQUIPMENT	<input type="checkbox"/>		

The following items have a different fee:

PICKLEBALL NET (1 DAY)	<input type="checkbox"/>	\$10
SNOW CONE MACHINE (3 DAY)	<input type="checkbox"/>	\$35
SNOW CONE MACHINE (1DAY)	<input type="checkbox"/>	\$15

A \$30 deposit is required on all rentals. Deposit will be returned if games/items are returned on time and in good condition with all parts.