



PELLA COMMUNITY SERVICES DEPARTMENT

Memorial Building Main Room Rental Agreement

DATE OF RENTAL: _____ TIME: FROM _____ TO _____ ROOM RENTED: _____

RENTAL CLASS(FEE): _____ PURPOSE OF RENTAL: _____

RENTER'S NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ EMAIL: _____

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 3 business 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.

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 included on the cleaning checklist located in the kitchen. The renter will be charged a minimum of \$30/hr for any cleaning or maintenance that is required to bring the facility back to the proper condition. Costs for materials associated with repair, maintenance or clean-up will be billed to the renter in addition to the hourly charge. If staff overtime is required, those hours will be billed to the renter at the rate of \$45/hr. 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 shall indemnify, protect, save and hold harmless the City from and against any and all liability, losses, and damages to property or bodily injury or death to any person, including payments made under workers' compensation laws, and including damages caused by or arising out of any act of negligent omission of Renter, its agents, employees or contractors, happening or done in, on or about the rented premises, or arising out of or in any way connected with the tenancy, use or occupancy thereof, or any part thereof, by Renter or any person claiming through or under Renter. Renter's obligation to indemnify, save, protect and hold harmless shall include the obligation to pay all reasonable expenses incurred by the City in defending itself with regard to any of the aforementioned claims, including all out-of-pocket expenses such as attorney's fees and the value of any services rendered by the Legal Department of the City or any other officers or employees of the City.

RENTER agrees there is to be no smoking or nicotine (e-cigarettes or vaping) use in the facility or on any City property including parking lots and adjacent sidewalks.

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.

RENTER acknowledges receipt of key(s) and/or building codes to the facility requested by this agreement. If the key(s) are not placed in the City Hall utility payment drop box, following the rental, the renter will be responsible for the cost of changing the locks on the facility.

RENTER acknowledges that the City of Pella reserves the right to cancel any rental at any time as it deems necessary.

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

Renter's Signature

Date

City Representative Signature

Date

**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 – A 30% non-refundable fee is due at the time of booking.		
Auditorium (339 seats)	\$22.00	\$27.00
Use of Sound System	\$10.00	\$12.00
Use of Light System	\$10.00	\$12.00
Memorial Building (Meeting room-max occupancy 154)	\$22.00	\$27.00
Meeting Room (Room 206-max occupancy 90)	\$22.00	\$27.00

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"/> | 4 SQUARE BALLS | <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:

- | | | |
|---------------------------|--------------------------|------|
| PICKETBALL 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.

1. To rent space in the Pella Memorial Building or to rent 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. All scheduling will be done on a first come/first serve and one day less than a calendar year basis.
3. 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, ages 18 or over. Minor(s) access to the building without adult supervision is not allowed. City programming retains priority over private rentals.
4. A 30% non-refundable fee is due at the time of booking. The remaining fee must be paid prior to use and received in the Community Services Department's Office within 3 business days before the reservation date.
5. In the event the user needs to cancel the reservation, a minimum three business day notice is required.
6. Keys for Pella Memorial Building rentals are to be picked up at the Community Services Office, 712 Union St. Ste. 104 during the normal business hours of 7:30a - 4:00p Monday - Friday. Keys for weekday rentals to be picked up on the day of rental. Keys for Saturday/Sunday Rentals to be picked up on the preceding Friday no later than 4:00p. Pending staff availability, a charge of \$45 applies to any after-hours key pick up.
7. The renter is responsible for cleaning the rented room at the end of the rental and will be notified if the facility was left in unsatisfactory condition or if there was damage to the space.
8. At the conclusion of the rental key(s) used for Pella Memorial Building are to be returned to the utility billing drop box at the City Hall building next door.

The meeting room is equipped with tables, chairs, and electrical outlets. Restrooms are available by the front doors. The Community Services Department does not provide any other equipment. Users are not to tape or attach posters, decorations or any other materials on the walls, doors or windows or to remove anything that is attached to or hanging on the walls.

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 or nicotine (including vaping and e-cigarettes) use on City property including the rear parking lot or at the front entrance.

BEFORE LEAVING THE MEMORIAL BUILDING

1. Sweep floors/vacuum if needed (Supplies in kitchen).
2. Put room back in original condition. Tables and chairs folded and placed on storage racks against the wall.
3. Check restrooms; turn off all water faucets and lights in restrooms.
4. Turn off lights in the room rented and hallways.
5. Empty all garbage containers in rooms being used and place in totes outside, on west side of building. Replace garbage bags.
6. Lock entrance doors.
7. Put key(s) in utility billing drop box located at the front entrance of 825 Broadway, City Hall which the building adjacent to the Pella Memorial Building on the south.