

# City of Worthington

P.O. Box 197  
Worthington, Iowa 52078

## Community Center Rental Agreement

The fee to rent the Community Center is \$65.00 for the entire day **due at the time of signing. Please note your rental is not secured until the City Clerk has received full payment.** If you plan to use the air-conditioning, please include **an additional \$10.00.**

Near the walk-in door to the fire department there is a box on the wall that holds the key to the Community Center, and you will be given the 4-digit combination to get the key out. When you leave the Community Center, please put the key back into this box.

There is **NO SMOKING** in the Community Center. A smoking post is just outside for smoking guests to deposit their cigarette butts to help keep the grounds tidy.

The Community Center has a full-size stove, refrigerator, and microwave. There are ***no*** dishes, pans, silverware, towels, bags for garbage, etc. Please furnish all the necessary supplies for your event, and remember to take everything with you when you leave.

If the heat is used, please turn thermostat back to 50 degrees when leaving. If the air conditioning is used, please turn thermostat up to 90 degrees when leaving. All floors must be vacuumed, countertops wiped off, tables washed, refrigerator spills wiped up, stove wiped off and wiped out inside, bathrooms cleaned, and garbage **must** be taken with you. When you leave please make sure the windows are closed, lights are off, and the door is locked behind you.

The party signing the rental agreement below is responsible for any damages caused by them and people in attendance. Damages will be billed according to actual cost of repairs.

You are responsible for all cleaning. Cleaning fees will be charged if everything is not.

If cancellation occurs less than two weeks prior to event, rent is not refundable.

If you have any questions during the event, please feel free to contact Emily at 563-855-2825. Thank you for your cooperation and for renting with us!

Mayor and City Council-City of Worthington

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Signature of Party Renting

*Sunday Renters: Will you be out by 6:00 PM?*

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Social Security # and/or Driver's License #

Date of Rental

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# of people expected (75 maximum)

Use of A/C? (Additional \$10.00)

### OFFICE USE ONLY:

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City Clerk signature

Date money received

Check number