

**REINBECK MEMORIAL BUILDING RENTAL AGREEMENT**

**DEPOSIT FEE \$100.00**

DATE OF RENTAL: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

ROOM RENTED: LEGION \_\_\_\_\_ AUDITORIUM \_\_\_\_\_ BOTH \_\_\_\_\_ BAR \_\_\_\_\_

RENTER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PURPOSE OF RENTAL \_\_\_\_\_

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

RENTER acknowledges that refund of rental fee 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 Reinbeck Memorial Building Commission. Example---in case of death, serious injury, dangerous weather, etc.

RENTER agrees to leave the facility in clean, neat orderly condition. A check off sheet will be provided to the renter. If the building is left in less than satisfactory condition or if physical damage is done to the building-----the deposit fee will be kept---if this exceeds the deposit fee; the renter will be charged the difference.

Renter will insure that tape/tacks/nails will not be used to hold decorations on the walls.

RENTER agrees to release the City of Reinbeck from liability resulting from any loss, damage or expenses or 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 building.

RENTER agrees there is to be no smoking in the facility. Pursuant to the July, 2008 Iowa Smoke Free Air Act, there is to be no smoking on any City property surrounding the Reinbeck Community Building--including the front side walk and parking lot.

RENTER agrees that there is to be no alcohol brought into the building, or on the property.  
(AMERICAN LEGION is available to open the bar if requested)

RENTER will return the key to City Hall drop box immediately after the event.

RENTER acknowledges that the City of Reinbeck 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

\_\_\_\_\_  
Date

## CHECK OFF LIST

### KITCHEN

- WASH AND PUT ALL DISHES WHERE THEY BELONG.
- CLEAN SINKS AND WASH THE COUNTERS.
- HANG THE WET DISH TOWELS AND CLOTHS ON THE LINE IN THE FURNACE ROOM.
- MAKE SURE ALL THE OVENS ARE TURNED OFF AND STOVE TOPS ARE CLEAN OF SPILLS.
- REMOVE ALL FOOD FROM THE COOLER AND FREEZER (MAKE SURE THE DOORS ARE CLOSED)
- SWEEP THE FLOOR IF YOU SPILL SOMETHING, PLEASE MOP IT UP.
- IF USED—PLEASE WIPE OFF ALL THE SALT AND PEPPER SHAKERS.
- IF ANYTHING IS NEEDED—PLEASE LEAVE A NOTE ON THE DRY ERASE BOARD.
- TURN THE WALL THERMOSTATE TO 76 SUMMER—WINTER 70
- BE SURE THE OUTSIDE KITCHEN DOOR IS PULLED SHUT.

### LEGION AND AUDITORIUM

- WASH OFF ALL TABLES USED AND ANY SPILLS ON CHAIRS (PLEASE CONSIDER THE NEXT RENTER)
- ALL TABLES AND CHAIRS GO BACK INTO THE RACKS.
- SWEEP ALL THE FLOORS AND MOP UP ANY SPILLS YOU HAVE MADE.
- EMPTY ALL GARBAGE CONTAINERS IN THE ROOMS BEING USED—PLACE THEM IN THE DUMPSTER OUTSIDE THE KITCHEN—REPLACE WITH GARBAGE BAG—THEY ARE LOCATED UNDER THE EAST COUNTER.
- TURN OFF ALL LIGHTS AND FANS (KITCHEN AND AUDITORIUM) ALSO HALLWAY. PLEASE BE COURTEOUS OF OTHER RENTERS IF THEY ARE STILL USING THE BUILDING.
- BE SURE ALL LIGHTS ARE TURNED OFF IN RESTROOMS AND FAUCETS ARE NOT RUNNING.
- BREAKDOWN CARDBOARD AND LEAVE ON THE COUNTER OR TAKE TO THE RECYCLE CENTER.
- PLEASE PLACE RECYCABLES IN THE RECYCLE BINS IN THE KITCHEN.
- PLEASE MAKE SURE ALL DOORS ARE LOCKED. RETURN CHECK LIST AND KEY TO CITY HALL  
THANK YOU FOR HELPING US KEEPS OUR MEMORIAL BUILDING CLEAN!!

Renter \_\_\_\_\_

Maintenance \_\_\_\_\_