

# City of Worthington

P.O. Box 197  
Worthington, Iowa 52078

## Community Center Rental Agreement

The Community Center rental fee is \$75.00 for the entire day and is **due at the time of signing. Please note, your rental is not secured until the City Clerk has received the full payment.** The key to the Community Center is located in a small box on the wall near the walk-in door to the fire department. You will be told a 4-digit combination code to get the key for the building. Please confirm this key is placed back in this box once you leave the premises. There is **NO SMOKING** in the Community Center. A smoking post is located outside, adjacent to the entry door for smoking guests.

The Community Center has a full-size stove, refrigerator, and microwave. There are *no* dishes, pans, silverware, towels, bags for garbage, etc. The garbage can holds a 55-gallon bag, please be sure to bring one if you wish to use this. 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 the thermostat down to 50 degrees prior to leaving. If the air-conditioning is used, please turn the thermostat up to 90 degrees prior to leaving. All floors must be vacuumed, countertops wiped off, tables washed, refrigerator spills wiped up, stove wiped off and wiped out inside, and bathrooms cleaned. Please also ensure to take your garbage with you, close the windows, turn off the lights, and lock the door.

**You will be charged for cleaning fees if you do not complete the above list.**

The party signing the rental agreement (below) is responsible for any damages caused during the event. Damages will be billed according to actual cost of repairs.

If cancellation occurs less than two weeks prior to event, the rent is non-refundable. If you have any questions prior to the event, please feel free to contact Teri 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 Renter

Printed name

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Name Responsible For Any Accumulated Fees

Street Address

City

State

Zip

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# of people expected (75 maximum)

Date of Rental

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### OFFICE USE ONLY:

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City Clerk Signature

Date money received

Check number