

# West Liberty Community Center Rental Agreement Contract

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**Usage agreement is made between the Contract Holder and the West Liberty Community Center on the following terms and conditions. Failure to abide by the terms and conditions of this agreement may result in loss of Security deposit.**

## **EVENTS MUST BE OVER BY MIDNIGHT**

**Contract Holder Name:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Payment Policy:** The deposit is due at the time the reservation is made. All additional monies must be paid at least 2 weeks prior to event. If they are made later than this, they must be paid in cash.

## **Damage Deposit: Required at time Contract is signed**

- Community Center reserves the right to withhold partial or entire damage deposit
- Damage deposit will be refunded in full if Contract Holder complies with all terms and conditions of this agreement and leaves the facility and property in the same condition as prior to the usage
- Any harm done to the Community Center or property of the Community Center will result in forfeiture of damage deposit
- Any damage not covered by damage deposit will be pursued
- Loss of damage deposit Includes but not limited to:
  - Breaking rules of signed contract
  - Building damage inside or outside
  - Excessive cleanup (especially the carpeted areas)
  - Restroom damage
  - Smoking inside the Community Center
  - Carelessness on the part of the attendees or service providers
  - Use of illegal drugs or unauthorized alcoholic beverages
  - Water damage from coolers or kegs
  - Damage to kitchen
  - Damage from use of prohibited items when decorating
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**Cancellation Policy:** In the event of a cancellation, the West Liberty Community Center refunds deposits in their entirety six months prior to the scheduled event (minus a \$25 office fee). WLCC *does not* refund deposits for events cancelled within six months prior to the event. Refund of additional rental fees paid beyond the deposit will be decided by the board on a case by case basis.

## **Decorating:**

- Manager will coordinate your decorating time.
- No confetti of any kind is allowed to be used in the facility.
- Nothing shall be taped, stapled, pinned or affixed to the inside walls, ceiling or stage.
- Ceiling hooks are provided around the ballroom. Ceiling hooks may not be moved.
- Outlets for lights are on either side of the stage.
- No fog, bubble, or smoke machines are allowed in the Community Center.

Phone: 319-627-4234

1204 North Calhoun Street, West Liberty, Iowa 52776

Email: [wcomctr@lcom.net](mailto:wcomctr@lcom.net)

Website: [www.wlcommunitycenter.com](http://www.wlcommunitycenter.com)

Revised: March 14, 2016

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## Cleaning:

- All personal and decorating items brought in for your event MUST be removed immediately after your event is over. This needs to be done quickly so our cleaning staff can get the facility cleaned and set-up for the next day.
- Kitchen must be cleaned. Counter tops wiped, kitchen floor and hallway floor need to be swept.
- Trash must be taken out throughout and at the end of your event.
- Tables cleaned off and empty any liquid from cans, bottle or cups before throwing them in the trash. Failure to do this may result in damage to floors.
- Large items on floor picked up so staff can vacuum.
- Spills on floor must be cleaned up immediately to prevent damage to the floors or carpet.
- If the Contract Holder fails to comply with this policy, the cost of cleaning will be deducted from the damage deposit.

## Alcoholic Beverages:

- Security is required when serving alcohol.
- Only beer, wine or champagne may be served, no other kind of alcohol is allowed to be brought in
- Beverages must be served on non-carpeted surfaces
- Amount of alcohol must be pre-approved by manager.
- Management reserves the right to restrict the amount of any approved alcohol beverages served
- No alcohol may be carried out of the building or off the patio during your event
- No alcohol served out of vehicles in the parking lot
- If misconduct occurs due to consumption of alcohol, Manager has the right to shut your event down

## Security:

- Mandatory if beer or wine is served
- Security expense is the responsibility of the Contract Holder
- Management will arrange for the security
- One security personnel is required
- Security is a minimum of 4 hours

## Kitchen:

- \$75.00 Charge for kitchen (In addition to room rent)
- You are allowed to bring in your own food or hire a caterer of your choice
- Catering/serving from kitchen must be done by 11:00 PM.
- Commercial freezer and refrigerator for your use.
- Dishes can be rented.
- Senior kitchen (located on the east side of kitchen is off limits).
- Kitchen MUST be cleaned by end of event, floor swept, counters wiped off
- If Contract Holder fails to comply with this policy, cost of cleaning will be deducted from damage deposit

## Multimedia Equipment

- CONTROLLED BY MANAGEMENT
- No charge with room rent

## Guest

- Contract Holders are responsible for the actions of their guest and any incident resulting from consuming alcohol beverages during your event
- Children need to remain in your rented room(s) and have adult supervision at all times
- Fenced in playground belongs to the Childcare Center and CAN NOT be used by guest from the Community Center
- No guns or weapons of any kind allowed on premises

BANNED SUBSTANCES: The use tobacco, illegal drugs, non-approved liquor is prohibited

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**I HAVE RECEIVED A COPY OF THIS AGREEMENT:** Please initial: \_\_\_\_\_

**Contract Holders agree to hold harmless the Community Center Board of Directors, Management or employees for any loss, destruction or accidents resulting from renting the Community center**

\_\_\_\_\_

Manager Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Contract Holder Signature

\_\_\_\_\_

Contract Holder Print Name