

LONG GROVE COMMUNITY CENTER RENTAL AGREEMENT

114 N. First Street
P.O. Box 158
Long Grove, IA 52758

This is a contract between the Long Grove Community Center and:

Name: _____ Phone Number _____

Street, City, State, Zip _____

Type of Event _____ Time of event _____ Date of event _____

Approximate number of people attending _____ Rental Fee \$ _____

Alcohol will _____ will not _____ be served (check one).

Make checks payable to The Long Grove Civic League.

- The \$50 Cleanliness/Damage Deposit is due at booking to reserve the booking date.
- The Rental Fee is due 30 days prior to the event, or upon booking if within 30 days
- Cancellation must be made 21 days prior to an event for a refund of deposit.

FEE SCHEDULE:

\$ 75 Up to 50 people (upstairs only). Date Deposit Rec'd _____

\$125 From 50 to 100 people (upstairs only). Check # _____

\$175 Over 100 people (upstairs only). Rental Fee Date Due _____

\$250 Entire building. Rental Fee Date Rec'd _____

Check # _____

Proof of Liability Insurance _____

Date Deposit Returned _____ Shredded _____

\$25 Early Set Up/Late Tear Down Option: Date _____ Check # _____

I, the undersigned, have read and comprehend the policies as stated, and agree to comply with those policies. Fees are subject to change at the will of the Long Grove Civic League at any time. If fees change prior to 30 days of your event date, you will be notified and held responsible for the new amount. We strive to keep our fees low and sustainable for all groups.

Signature _____ Date _____

Manager's Signature _____ Date _____

Please attach check for deposit, check for rental fee, proof of insurance & this page to:

The Long Grove Civic League
Building Manager
P.O. Box 158
Long Grove, IA 52758

LONG GROVE COMMUNITY CENTER RENTAL AGREEMENT POLICIES
114 N. First Street, Long Grove, IA 52758

These are the rental agreement policies between the Long Grove Community Center and:

Name _____, Read the policies and retain for your records. Sign and return the Long Grove Community Center Rental Agreement agreeing to the terms of these policies. This is found on a separate form.

Type of event _____ Time of event _____ am/pm
Date of event _____

1. Approximate number of people attending _____ Rental fee: \$ _____
2. Cleanliness/Deposit deposit in the amount of \$50 is required to reserve a date. The deposit amount is a fee separate from the actual rental fee. This deposit will be refunded if no damage occurs during the event and no fees are due the Community Center.
3. The rental fee is due at least 30 days prior to the event, or upon booking it within 30 days. Cancellation must be made 21 days prior to an event for a refund of deposit.
4. A certificate of insurance must be provided prior to rental of the building. You are responsible for excessive damages to the building or property. A minimum \$100,000 liability is required. Talk to the manager if you have questions concerning the certificate of insurance.
5. Early set up/late tear down is available on the date adjacent to your booking for a fee of \$25. This is only available if there is not a booking on the date you wish to use. Check with the manager about availability.
6. Alcohol will _____ will not _____ be served. If liquor is served, management reserves the right to have event monitored by the local law enforcement officer. Security may be obtained through the Long Grove Police Department if desired. Please abide by the Iowa liquor laws. The legal drinking age is 21. Dancing is allowed in the basement only.
7. Details for each event must be finalized with Community Center management a minimum of one week before the event. These details including decorating time, time of event, seating plans, and instructions for any other services requested.
8. The Community Center has been designated a "smoke-free" facility. Smoking is not allowed anywhere in the building.
9. The Civic League reserves the right to review and raise fees. If fees change prior to 30 days of your event date, you will be notified and held responsible for the new amount. We strive to keep our fees low and sustainable for all groups.
10. If you have any questions regarding this agreement, contact the Civic League Building Manager at 563-295-4883.
Make checks payable to Long Grove Civic League. Retain this sheet for your reference.

RULES

- A. You are welcome to use the dish towels and pot holders. When finished, please rinse out heavy stains and lay them out, unfolded, to dry. Do not take home to wash.
 - B. You are welcome to use any of the coffee pots, dishes, shakers, pitchers, trays, etc. Please wash and put them away.
 - C. When planning refreshments, refrain from using beverages that contain red or purple food dye, which may damage the carpet.
 - D. Secured and/or anchored helium balloons may be used. Free floating helium balloons are NOT allowed. Weights, covered wood blocks or unopened food cans work well to secure balloons. No sand, gravel, rocks, dirt, birdseed or other granular substances can be brought into the building.
 - E. Candles may be used if carefully monitored for safety reasons. No staples, nails or tacks may be used on the main floor of the building. Use tape to secure decorations and skirting on tables. Do not use tape on walls or woodwork. No decorations may be hung from the lights or light fixtures.
 - F. It is your responsibility to clean and put away tables and chairs, remove decorations, vacuum, sweep kitchen, clean all kitchen surfaces used, and place garbage bags in the outside dumpster. The building should be left in a condition presentable for the next event. There is a check out sheet posted on the utility closet door located in the kitchen.
 - G. Close all windows. Turn out all lights. If the heat is used, turn thermostat back to 80 degrees. If air conditioning is used, turn switch to off on central air thermostat and three wall units.
 - H. Make sure all doors (back, side, basement, and front) are locked when you leave.
- PLEASE NOTE: Even if you have not intended to use all of the doors sometimes a party guest may have unlocked a door without your knowledge during your party.

Long Grove Community Building Checklist

Please make sure that all of the items below are taken care of before you exit the building. The building should be left in a condition presentable for the next event. Thank you.

- You are welcome to use the dish towels and pot holders. When finished, please lay them out to dry. Do not leave them folded while wet. Do not take them home to wash.
- You are welcome to use any of the coffee pots, dishes, silverware, pitchers, trays, etc. Please wash and put them away.
- Clean and put away tables and chairs in the south closet.
- WE HAVE NEW CARPET!** **Please help us keep it nice**
Remove decorations, vacuum the carpeted areas, and sweep the kitchen and bathrooms. The broom, dust pan, and vacuum are in the kitchen closet.
- Check the restrooms, flush toilets if necessary. Empty the wastebaskets.
- Rinse and sort any recyclables into the marked bins.
- Wipe down all kitchen surfaces, including the stovetops if they were used. Rinse the kitchen sinks.
- Place garbage bags in the outside dumpster. Replace liners in the garbage cans. Extra liners are under the counter on the west wall.
- Close all windows. Turn out all lights. If the heat was used, turn thermostat back to 60 degrees. If air conditioning was used, turn switch to off on central air thermostat and three wall units.
- Make sure all doors (back, side, basement, and front) are locked when you leave.

Signature _____ Date _____

WE WELCOME YOUR COMMENTS:

Appearance of facility:	Good ___ Fair ___ Poor ___	Equipment available:	Good ___ Fair ___ Poor ___
Adequacy of kitchen:	Good ___ Fair ___ Poor ___	Rental rate:	Good ___ Fair ___ Poor ___
Cooperation of management:	Good ___ Fair ___ Poor ___	Handicap accessibility:	Good ___ Fair ___ Poor ___

Would you rent our facility again, and/or recommend it to your family/friends: Yes ___ No ___

How did you find out about our facility? _____

COMMENTS/SUGGESTIONS: _____