

CITY OF LETTS COMMUNITY CENTER

125 E Iowa Street

319-726-3251

The City of Letts Community Center is a City-owned and managed facility. Facility reservations are available to the public for activities and programs that meet the needs and interests of the community. The City of Letts has established where appropriate rental fees and services based upon costs of maintenance, utilities, supervision and other direct costs. The rules and regulations have been developed to ensure that facilities are used in a responsible manner and that the public investment in these facilities is adequately safeguarded.

Price for renting the Letts Community Center is as follows:

				NO ALCOHOL	ALCOHOL
1-25	people	Rent \$50.00	Deposit	\$25.00	\$75.00
26-60	people	Rent \$125.00	Deposit	\$65.00	\$150.00
61-+	people	Rent \$200.00	Deposit	\$100.00	\$250.00

Hours of Rental:

The hours of rental will be from 7:00am until Midnight

All reservations will be on a first come basis.

All non-profit organizations such as Lions, Boy & Girl Scouts etc. will be exempt from any fees. There will be no charge for funerals.

Any company doing business in Muscatine and Louisa counties in Iowa or employing not less than 5 persons that wishes to utilize the Community Center will be exempt from any fees. The hours of use will be 7:00am to 4:00pm Monday through Friday for afore mentioned companies. These hours of use will only be allowed if there is an opening in the calendar.

A contract agreement between the City of Letts and the individual(s) requesting the Community center must be signed before use of the facility will be granted. The individual signing the contract agreement will be held liable for following the clean-up requirements and any damage to the facility. All clean-up will be completed before leaving the facility.

A contract can be viewed and signed at the City Clerk's office during normal business hours. Closing of the building will explained at signing of the contract agreement.

REQUESTING AND RESERVING FACILITY

- A. Reservations for use of the facilities shall be made to City Hall. Rental agreement and all other documents must be completed no later than 14 days prior to the rental date.

- B. Rental deposit is due at the time of reservation to ensure that date to be held for your event.
- C. Rental fee is due no less that 3 business days prior to the event.
- D. Key should be picked up at City Hall during the City Clerk's normal business hours and will not be given out if the rental fee has not been received. Key can be returned by placing it in the drop box out in front of the building.

FACILITY RESERVATION GUIDELINES

- A. The event time for facilities may not go past midnight
- B. All music/musical performances including DJ service must end by midnight. Noise level must be kept to a tolerable level as described in the city nuisance ordinance. Complaints will not be tolerated.
- C. City nuisance ordinances will be enforced for those attending all functions at the Community Center.
- D. Any disrespectful behavior toward city staff or officials by any member of rental party or their guests will result in the forfeit of deposit and the possibility of refusal of future rentals.
- E. Ticket sales or admission fees may not be collected for events held at the community center unless prior approval has been given by a city official.

ALCOHOLIC BEVERAGES

- A. Wine, Champagne and Beer are Permitted. No hard liquor is allowed.

FIRE & SAFETY REGULATIONS

- A. Smoking is not permitted in the building
- B. Fog machines are not permitted
- C. Fire exits must not be blocked
- D. A lists of all Fire Extinguisher locations is posted in the entry way of main lobby
- E. An Emergency Evacuation is posted in the entry way of main lobby.

DECORATIONS

- A. Cannot use tape, nails, staples, or thumbtacks to secure decorations or signs inside the facility.
- B. No birdseed, rice or confetti inside the building

USE OF KITCHEN

- A. The use of refrigerators and freezer is permitted.
- B. Use of Stove/Oven is permitted. **NO** frying of food is permitted.

LETTS COMMUNITY CENTER-RENTAL CONTRACT

125 E Iowa Street
Letts, Iowa 52754
Phone (319)-726-3251

DATE OF EVENT _____ TIME _____

NAME _____

DAY PHONE _____ EVENING OR CELL PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

ESTIMATED ATTENDANCE _____

KEYS: Picked up on _____ returned on _____

WINE, CHAMPAGNE AND/OR BEER: Please check one.

_____ Yes I do wish to furnish champagne, wine and/or beer for consumption

_____ No, I do not plan to furnish champagne, wine and/or beer for consumption.

A picture ID(with birthday listed) must be presented at the time you sign this agreement. Selling wine, champagne and/or beer is NOT permitted.

By my signature below, I certify that I have received a copy of, read and fully understand my rental contract, the general policies for the community center rental, and the prescribed responsibilities for Community Center lessees. I further understand that by signing this agreement I discharge the City of Letts, its officers, agents, employees and all persons, firms and corporations acting on behalf of the City from any and all actions, demands or claims for damages to person or property that may arise out of use of said city property specified here. I also understand that I am responsible for any damage(s) that may occur to the facility and/or its contents during the time I have rented the facility. Security cameras are in place.

DATE

LESSEE SIGNATURE

STAFF TO COMPLETE

DEPOSIT AMOUNT _____ DATE PAID _____ STAFF _____

ROOM RENTAL FEE _____ DATE PAID _____ STAFF _____

AMOUNT OF REFUND _____ DATE _____

CLEAN-UP CHECK LIST

Task Complete	Use and Clean-up requirements are as follows:
	All trash must be removed and placed in the dumpster in the back parking lot.
	All decorations need to be removed.
	Refrigerator must be emptied and cleaned.
	Stove and oven must be turned off and cleaned.
	Counter tops need to be cleaned.
	All crock-pots and coffee pots will be cleaned and put away.
	All flooring will be swept and MOPPED.....
	Bathrooms (toilets/urinals) will be cleaned and mopped, including mirrors.
	Clean windows on all doors.
	All tables and chairs need to be cleaned. Folding tables and chairs need to be put away. Put chairs on top of tables.
	All lights and ceiling fans will be turned off.
	Make sure all scuff marks are removed from floors, walls, and counters.
	Immediately following your event, remove any directional signs placed along roadways to guide people to your event.
	The outside perimeter of building will be cleaned of all debris. Cigarette butts must be placed in the receptacles outside each door.
	All doors will be locked.
	The key and this checklist need to be placed in the drop box.

The above checklist must be signed below and turned in with the key verifying all tasks have been completed. The building and the grounds must be left in the same condition as it was found.

ANY ITEMS THAT ARE NOT DONE SATISFACTORILY WILL RESULT IN A FINE ASSESSED TO THE SECURITY DEPOSIT OF FORFEITURE OF ENTIRE AMOUNT.

SIGNATURE _____