

Mail or
 Pick up
 Deposit Refund
 Check

FRUITLAND COMMUNITY CENTER RENTAL CONTRACT

PO Box 97 - 104 Sand Run Road, Fruitland, IA 52749

Phone (563)264-1748

cityoffruitland@machlink.com

Rental Info
 Copy of ID
 Deposit
 Rent
 Key

NON-RESIDENT FORM

DATE OF EVENT: _____ TIME: _____ TYPE OF EVENT: _____

NAME: (RESPONSIBLE PARTY) _____

DAY PHONE: _____ OTHER PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ALTERNATE CONTACT PERSON: _____ Phone: _____

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

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

If champagne, wine, and/or beer is being furnished, a valid photo 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 understand that any violation of the rules may result in the forfeiture of deposit and the possibility of refusal of future rentals. The City of Muscatine Police Department has the authority to enforce all rules. 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. I also agree to forfeit my security deposit if the required cleaning is not done, if I do not return the key to the Community Center, or if the Community Center remains unlocked. I further understand that by signing this agreement I discharge the City of Fruitland, 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 persons or property that may arise out of use of said city property specified here.

_____ Date

_____ Lessee Signature

For Staff Use Only

Large Room				
Deposit	\$150.00	Date: _____	Staff: _____	Cash or Check: _____
Deposit w/Alc.	\$250.00	Date: _____	Staff: _____	Cash or Check: _____
Rent	\$250.00	Date: _____	Staff: _____	Cash or Check: _____
Small Room				
Deposit	\$75.00	Date: _____	Staff: _____	Cash or Check: _____
Deposit w/Alc.	\$125.00	Date: _____	Staff: _____	Cash or Check: _____
Rent	\$125.00	Date: _____	Staff: _____	Cash or Check: _____

\$25 Rental Fee Podium Microphone Projector **\$25 Rental Fee** Set Up Day Before

Key Number: _____ Date: _____ Staff: _____ Returned: _____
 Cleaning Check List: _____ Staff: _____ Date Checked: _____
 Comments: _____ Website: _____
 Deposit Returned: yes no Date: _____ Staff: _____ Check Number: _____

CLEAN-UP CHECK LIST

CLEAN-UP REQUIREMENTS:
All trash must be removed and placed in the dumpster in the far corner of the back parking lot.
All decorations must be removed including any tape used to hold up the decorations.
Refrigerator and microwave must be empty and clean.
Stove and oven must be turned off, empty and clean.
Dishwasher must be empty and all dishes and utensils put in their proper location.
All roasters, crock-pots and coffee pots must be clean and put away.
Counter tops must be clean.
Dirty towels should be placed in the designated bin.
All flooring must be vacuumed and/or swept. Floor must be mopped if a mess has been made. There is a mop located in the closet between the bathrooms.
All tables must be wiped down. Tables and chairs must be put back in their original configuration. See posted diagram.
Bathrooms must be clean and trash emptied. If there are two separate parties, the last party to leave must check to make sure bathrooms are clean and trash has been emptied.
All lights and ceiling fans must be turned off.
The outside perimeter of the building must be clean of all debris. If there are two separate parties, the last party to leave must check to make sure the perimeter is clean.
Cigarette butts MUST be placed in the receptacles outside of each door.
Doors must be locked (you must use the tool hanging on the bulletin boards to lock/unlock the doors) and the key placed in the drop box outside the building's entrance. If there are two separate parties, the last party to leave must check to see that all doors are locked.
Immediately following your event, remove any directional signs you have placed along roadways.

ANY ITEMS THAT ARE NOT DONE SATISFACTORILY WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT.

Place the key in the drop box outside the building's entrance before you leave.

LOSS OF KEY WILL RESULT IN LOSS OF DEPOSIT

Problem?

Call Kathie (563)260-7521