

Deposit paid \_\_\_\_\_ Deposit returned \_\_\_\_\_ Paperwork \_\_\_\_\_ Rent paid \_\_\_\_\_

Alcohol deposit \_\_\_\_\_ Use of pool during regular hours of operation \_\_\_\_\_

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## RENTAL AGREEMENT FOR MELBOURNE RECREATION CENTER

DATE OF RENTAL \_\_\_\_\_

PLEASE CHECK:

|  |  |                  |
|--|--|------------------|
|  | Banquet room, small room and kitchen           | \$200.00 per day |
|  | Banquet room and kitchen                       | \$125.00 per day |
|  | Banquet room ONLY                              | \$90.00 per day  |
|  | Small room and kitchen                         | \$75.00 per day  |
|  | Small room ONLY                                | \$40.00          |
|  | All churches                                   | \$42.50 per day  |
|  | 3 hours - Banquet room or small room & kitchen | \$50.00          |

**The renter agrees to assume entire responsibility and liability for all damages or injuries to all persons, arising out of, resulting from or in any manner connected with the above use of city facilities, and agrees to indemnify and save harmless the city, its agents and employees from all such claims including liability and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph.**

RENTER SIGNATURE \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Approximate hours you will be using the Recreation Center \_\_\_\_\_ (Ex: 10:00 am to 4:30 p.m.)

**RETURN THIS SHEET AND PAYMENT TO:**  
**CITY OF MELBOURNE**  
**P O BOX 37**  
**MELBOURNE, IOWA 50162**

**CITY OF MELBOURNE  
RECREATION CENTER  
MELBOURNE, IOWA 50162**

**RENTAL AGREEMENT FOR MELBOURNE RECREATION CENTER**

The Melbourne Recreation Center has agreed to rent the said premises to:

\_\_\_\_\_ on \_\_\_\_\_, so long as the rules, regulations and rental fees are complied with.

|  |  |                  |
|--|--|------------------|
|  | Banquet room, small room and kitchen           | \$200.00 per day |
|  | Banquet room and kitchen                       | \$125.00 per day |
|  | Banquet room ONLY                              | \$90.00 per day  |
|  | Small room and kitchen                         | \$75.00 per day  |
|  | Small room ONLY                                | \$40.00          |
|  | All churches                                   | \$42.50 per day  |
|  | 3 hours - Banquet room or small room & kitchen | \$50.00          |

1. This rental agreement is specifically subject to the following terms, charges and conditions as follows:

2. **FULL AMOUNT OF RENT must be paid at the time of booking the Recreation Center and shall accompany the signed agreement. An amount equal to the rent is required as a deposit.** This deposit is to cover damage and extra cleaning, if required, and must be paid by a separate check as well.

**(All rentals having alcoholic beverages require a damage and cleaning fee of \$200.00)**

**Please send separate checks, one for rent and one for deposit.**

**Damage deposit will be returned if all rules are followed.**

**Make checks payable to City of Melbourne.**

3. The renter agrees to fully comply with all rules and regulations relating to the use of the Recreation Center. Failure to do so will cause the renter to lose the damage deposit.



4. The floors shall be swept; MOPPING is required in case of spills. All brooms, dust mops, dustpan, mops and vacuum are in the utility closet by the restrooms.
5. All garbage shall be put in proper containers and bags should be tied and placed in the dumpster by the parking lot.
6. When the kitchen is used, we ask that you wipe countertops, appliances and grills. We do not keep dish towels or dish cloths at the Rec Center, so please bring your own to use.
7. Tables shall be wiped off and put back in the order in which you find them.
8. The air-conditioning shall be turned to 80 degrees (summer) and the furnace shall be turned down to 60 degrees (winter) upon leaving.
9. All lights shall be turned off and all doors locked upon leaving.
10. The building and area shall be left as the renter found it or your damage deposit will not be returned.
11. The signed renter shall be responsible for all guests at the Recreation Center and shall pay for repairs or damages caused to the premises other than normal wear and tear.
12. The POOL is OFF LIMITS, unless you have also rented the pool. If the pool is open for regular hours usual swim fees apply. The pool is not included with the rental of the Rec Center and there is no guarantee that the pool will be open for business when you are there.
13. All premises are to be vacated by 2:00 AM, unless other arrangements are made with City Hall.
14. The renter agrees to assume entire responsibility and liability for all damages or injuries to all persons, arising out of, resulting from or in any manner connected with the above use of city facilities, and agrees to indemnify and save harmless the city, its agents and employees from all such claims including liability and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph.

PLEASE ENJOY YOUR TIME AND THANK YOU FOR LEAVING THE BUILDING AS YOU FOUND IT .

ONCE PAPERWORK IS COMPLETED AND FULL RENT AND DAMAGE DEPOSIT ARE PAID, KEYS WILL BE MADE AVAILABLE FOR YOU TO UNLOCK THE REC. CENTER. YOU CAN PICK THEM UP THE DAY BEFORE YOUR EVENT OR ON THE FRIDAY BEFORE A WEEKEND RENTAL. CITY HALL HOURS ARE: M-W 7am to 4 pm and TH/F 7am to 1pm. CALL CITY HALL TO ENSURE SOMEONE IS AVAILABLE @ 641-482-3338. RETURN OF KEYS IS REQUIRED FOR DEPOSIT RETURN. YOU CAN DROP THE KEYS IN THE WATER/SEWER DEPOSIT SLOT IN THE CITY HALL DOOR (black box) .

In case of emergency call:

Maintenance Gary Fricke 328-4389  
Coordinator Mary Pothast 750-0735

KEEP THESE SHEETS FOR REFERRAL