

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

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

---

## RENTAL AGREEMENT FOR MELBOURNE RECREATION CENTER

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

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

PLEASE CHECK ONE:

	Banquet room, small room and kitchen	\$200 per day
	Banquet room and kitchen	\$125 per day
	Banquet room ONLY	\$90 per day
	Small room and kitchen	\$75 per day
	Small room ONLY	\$40 per day
	All churches	\$42.50 per day
	3 hours banquet room or small room & kitchen	\$50

**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 \_\_\_\_\_

**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 per day
	Banquet room and kitchen	\$125 per day
	Banquet room ONLY	\$90 per day
	Small room and kitchen	\$75 per day
	Small room ONLY	\$40 per day
	All churches	\$42.50 per day
	3 hours banquet room or small room & kitchen	\$50

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

1. **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 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/cleaning deposit 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.**

2. The renter agrees to fully comply with all rules and regulations relating to the use of the Recreation Center and shall be responsible for all guests. Failure to do so will cause the renter to lose the damage deposit.

3. CLEANUP CHECKLIST – A copy of this checklist will be given to renter with keys

	All decorations used are removed including tape etc. on walls
	All floors are swept/vacuumed and mopped if anything was spilled
	All garbage is bagged and placed in dumpster by the parking lot
	All tables/chairs are wiped off and put back where found
	Bathrooms are left in an orderly fashion
	If kitchen was used, wipe sinks, countertops, appliances etc. We do not supply dish cloths
	Stove, oven, roasters, coffee pots are off and cleaned
	Turn air-conditioning to 80 degrees and heat to 60 degrees before leaving
	Turn off all lights and AV equipment if used
	Make sure ALL doors are securely locked. Use deadbolt in small room
	Keys and completed checklist are returned to gold slot at City Hall

4. 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.
5. All premises are to be vacated by 2:00 AM, unless other arrangements are made with the City Clerk.
6. **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 UP KEYS THE DAY BEFORE YOUR EVENT OR ON THE FRIDAY BEFORE A WEEKEND RENTAL.
- CITY HALL HOURS ARE: M-W 7am to 4pm and TH/F 7am to 1pm.
- RETURN OF KEYS IS REQUIRED FOR DEPOSIT RETURN.
- **YOU CAN RETURN THE KEYS WITH COMPLETED CHECKLIST IN THE GOLD SLOT AT CITY HALL.**

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

RENTER \_\_\_\_\_

RENTAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

**CLEANUP CHECKLIST**

It is the Renter's responsibility to clean and return the Rec Center to its prior condition for the next party to enjoy. The Renter's deposit may be kept and the Renter may be charged for any additional costs incurred if the key is not returned, the room is damaged or not cleaned, or items are missing.

The following checklist is for your use in cleaning the Rec Center. Cleaning supplies are stored in the supply room across from the restrooms and under the kitchen sink.

	All decorations used are removed including tape etc. on walls
	All floors are swept/vacuumed and mopped if anything was spilled
	All garbage is bagged and placed in dumpster by the parking lot
	All tables/chairs are wiped off and put back where found
	Bathrooms are left in an orderly fashion
	If kitchen was used, wipe sinks, countertops, appliances etc. We do not supply dish cloths
	Stove, oven, roasters, coffee pots are off and cleaned
	Turn air-conditioning to 80 degrees and heat to 60 degrees before leaving
	Turn off all lights and AV equipment if used
	Make sure ALL doors are securely locked. Use deadbolt in small room
	Keys and completed checklist are returned to gold slot at City Hall

Thank you for leaving the Rec Center in good, clean condition for the next reservation.

In case of emergency call: Maintenance Jim Pfantz 750-5290

City Clerk Mary Pothast 750-0735

I verify that all items have been checked and I am leaving the Rec Center in an orderly fashion.

Name \_\_\_\_\_ Date \_\_\_\_\_