

AGREEMENT FOR USE OF CITY OF PANORA COMMUNITY CENTER AND VETERANS AUDITORIUM

RULES AND TERMS OF USAGE

We are pleased that you are using the City of Panora Community Center and/or Veterans Auditorium. We are proud of our facilities and ask that you keep the center neat, clean and damage free. Please review the following rules and terms of usage before signing.

RULES

- *In General, the community center and/or Veterans Auditorium must be returned to pre-rental condition when event is over.**
- *The facility is a SMOKE FREE ENVIRONMENT.**
- *Nothing shall be hung from the ceiling and/ or walls with hangers, tape, etc.**
- * Renters of the facility should provide their own security and/or police their own activities.**
- *Spraying of beverage on walls or ceiling is not allowed.**
- * Use of kitchen is available for an additional fee.**
- * “After Usage” checklist must be completed.**
- * Do not remove any items that you did not bring in.**

Alcoholic Beverages

- *No open alcoholic containers are allowed outside the building.**
- *If alcoholic beverages are served, the event must end by 12:00 a.m.**

Capacity

- *Community Center has 6 banquet tables, 4 card tables and 84 chairs that are available for use.**
- *Veterans Auditorium has 44 banquet tables and 250 chairs available for use.**

**AGREEMENT FOR USE OF CITY OF PANORA COMMUNITY CENTER
AND VETERANS AUDITORIUM**

***City of Panora Community Center
and Veterans Auditorium
CSD Deposit and Rental Fees***

DEPOSIT:

Everyone must provide a Custodial/Security/Damage deposit. The *CSD* deposit will be returned in full when all three conditions are met.

1. **“C”** - The entire center is picked up and cleaned to pre-rental condition and according to the check-off sheet.
2. **“S”** - After the center has been locked, the key(s) are returned to City Hall.
3. **“D”** - There is no building/fixture damage that occurred during usage.

A **CSD deposit** will be required of everyone. The CSD deposit will be returned after the center has been checked. Deposit will either be returned in person or by mail as appropriate.

If there should be damage, the costs to repair will come out of the deposit. If damage is over the CSD deposit, the user will be held liable for the cost of all repairs.

Rental & Security Deposit Fee Schedule:

1. Community Center – with \$100 deposit prior to event, to guarantee reservation and partial payment for possible damage.

Type of Organization	Room Only- up to 4 Hours	Up to 4 Hours w/ Kitchen	Room Only – 4+ Hours	4+ Hours w/Kitchen
Private/Individual – (non-Commercial) and Churches	\$55	\$90	\$75	\$110
Commercial/Business	\$120	\$145	\$145	\$190
Clubs & Service Organizations – Meeting Only	\$30	\$55	\$30	\$55
Clubs & Service Organizations – Fundraising Event	\$45	\$80	\$45	\$80

2. Veterans Auditorium – with \$200 deposit prior to event, to guarantee reservation and partial payment for possible damage.

Type of Organization	Room Only – Up to 4 Hours	Room Only – 4 + Hours
Private Party – (non commercial)	\$55	\$75
Commercial Party	\$120	\$145
Clubs & Service Organization – Meeting Only	\$55	\$75
Clubs & Service Organization – Fundraising Event	\$55	\$75

3. Rental of BOTH the Community Center and Veterans Auditorium – for the same Event (regardless of amount of time in building):

1. Without Kitchen: \$150
2. With Kitchen: \$185

Security deposit can be lost if:

- Event is cancelled
- Tobacco or illegal substances are used inside the facility
- Physical damage to the facility
- Theft of items from facility
- False alarms for fire or police
- Attaching decorations or items to the ceiling or walls
- Additional Cleanup is needed by the city

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The person signing this agreement will accept responsibility for the group or organization using the Community Center facilities and equipment at the date and time stated herein.

The user agrees to report to the City Clerk's office any damages to the equipment or facilities which may occur during use and to report any other problems concerning this agreement as soon as possible after the use of the facilities. The user shall be fully responsible for damages or extra cleaning costs which are caused by the group or organization. User shall indemnify and hold harmless the City of Panora and any of its agents, representatives, and employees against all liability, claims, demands, causes of action, suits, or judgements, including expenses incurred in connection with such matters, for injuries to persons or property arising out of or in connection with the use of the facilities by user, occasioned wholly or in part by any act or omission of user, of user's guest, employees, or agents. The user agrees to pay all costs and expenses incurred by the City in enforcing user's obligations hereunder, including, but not limited to, reasonable attorneys' fees, court costs, and legal expenses.

The City is not responsible for things brought into or left in the building.

1. Name of Group or Organization _____
2. Purpose of Event _____
3. Date of Event _____
4. Will a meal be served _____
5. Will there be a dance at this function _____
6. Will there be alcohol at this function _____

Usage fee received \$ _____ Cash/Check# _____ Date received _____

CSD deposit received \$ _____ Cash/Check # _____ Date received _____

Key # given _____

I have read and understand the above terms and conditions for usage of the Panora Community Center and/or Veterans Auditorium. By signing this agreement I agree that my security deposit or a portion thereof may be forfeited if any of the above rules or terms of usage are not followed.

Signature

Date

Name (Printed): _____

Phone: _____

Address: _____

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Before Usage:

Upon entry, inspect the premises throughout.

___ Yes ___ No Did you find the center to be clean and/or picked up?

___ Yes ___ No Did you find the center damage free?

If "No" to one or both of these questions, contact City Hall immediately at 641-755-2164 during business hours 8am-5pm, or call the Community Center contacts listed in the kitchen.

CLEAN UP INSTRUCTIONS & INFORMATION

Walls and ceiling:

Nothing can be taped, pinned or hung from the ceiling or walls.
Do not place feet on walls.

Doors:

"Dog" the doors down using the hexagon key. (Exit bar in down position.
If doors have received lots of hand and fingerprints, please wipe down when finished with the facility.
Paper towels and glass cleaner are in janitorial room.
Do not block the doors open. Due to heating/cooling system (and during the warmer months, flies and insects coming in) the doors need to remain closed.

Review all light and location of switches:

Use of tables:

Clean tables before they are returned to storage. Bar rags (white with colored stripe) are in the janitorial room. When finished, hang in the janitorial room to dry.
No sitting, standing or dancing on the tables.
Place tables back as instructed (instructions on storage door).
DO NOT DRAG TABLES ON FLOOR!

Chairs:

Use folding chairs only – sit on chairs only. Do not stand on the chairs. When putting the chairs back on the racks --- please follow directions.

Floor:

Dust mop the floor first (all mops are in the janitorial room.)

The janitorial room will remain unlocked for access to supplies.

Mop the floor with water and cleaner (changing the water six to seven times in the large area) using approximately ¼ cup cleaner to one bucket of water.

The floor needs to be mopped at least 4 times to get the luster back on the floor.

Black marks on the floor can easily come up by rubbing your shoe on them.

Please try to remove all of the black marks.

Kitchen:

Make sure all counters are clean. If garbage disposal was used, please make sure it is cleaned.

Wipe down the stove if used.

Please clean up any spills in the refrigerator.

If the dishwasher is used, please follow the directions for clean up.

All garbage needs to be placed in the dumpsters on the north side of the building or taken with the renter of the facility.

Bathroom:

Check the bathroom facilities for cleanliness.

If children were playing outdoors, please check for rocks that may have been thrown onto the sidewalk or parking area. Please sweep up and place rock back in planting areas.

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The following checklist MUST be filled out completely and given to City Hall in order to receive return of security deposit.

After Usage:

Upon leaving the center, please check each item when completed.

_____ **Tables**

- Wiped clean.
- Returned to storage closet. (See sheet on door of storage closet for instructions.)

_____ **Kitchen**

- Utensils used must be clean and put back in their proper places.
- Stove and oven are shut off.
- Stove, oven, microwave, refrigerator, dishwasher, disposal and counter tops are left clean.

_____ **Trash**

- Collected and put in the outside dumpster. (Located on the North side of the property.)
- Clean garbage bags are placed in the trash cans that are in the kitchen. (clean bags are located in the janitor's closet.)

_____ **Floor** (Must be cleaned to original condition)

- Floor must be wet mopped if sticky or slippery and then dry mopped as needed.
- All substances such as gum, black marks or other materials must be removed from the surface.

_____ **Bathrooms**

- Both bathrooms are cleaned to pre-rental condition.

_____ **Lights** throughout facility are turned off. (Outside lights operate automatically)

_____ **Outside of facility**

- All trash and debris cleaned up

_____ **Doors**

- All outside doors are locked.

_____ All areas, including the main room, kitchen, and bathrooms are checked for any damage. If damage is discovered, please notify City Hall when you return the key.

Please return this form to City Hall when you return your key(s). We thank you for your cooperation and would appreciate any comments or questions you have by noting below.

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Post Event

Date Keys returned to City Office _____

Was the checklist fully completed? _____

Amount of Deposit Returned: _____

Date deposit returned _____

If not returned or partially returned, explain:

City Employee

Thank you for using the City of Panora Community Center and Veterans Auditorium. We hope that the facility met all your needs.

**City of Panora
P.O. Box 98
501 E. Market
Panora, IA 50216**