

Afton Community Center
P.O. Box 199
Afton, IA 50830
Physical Location: 240 N. Douglas

Community Center User Contract

Date of Event: _____

Renter's Name

Phone Number

Renter's Address

City

State

Zip

Rental Rates:

Monday through Thursday Rates: Full Day \$100.00; Half Day \$50.00
Thursday is reserved for Senior Meal Site during the day. Some evening rentals available.
Fri, Sat, Sun - Full Day Only: Profit or Private Groups - \$125.00;
Non-Profit Organization \$100.00
Refundable Damage Deposit \$75.00

Rental Fee: \$ _____ Date Paid: _____ ☐ Cash ☐ Check # _____

Deposit Fee \$75.00 Date Paid: _____ ☐ Cash ☐ Check # _____

☐ Deposit Returned to _____ Date: _____

☐ Deposit Retained

TERMS of AGREEMENT

AGREEMENT made this _____ day of _____, 20____, by and between The
Afton Community Center and _____

Witness, it is mutually understood and agreed as follows:

1. The period of use and occupancy by the renter shall be on the ____ day of _____
20_____.
2. The renter agrees to return the community center to the same condition of cleanliness
existing at the commencement of their event. Tables and chairs returned to original
place.
3. The renter agrees to be responsible and pay for any damages to the premises during the
period of use and occupancy caused by the renter or agents, officer, employees, guests
and invitees of the renter.

4. The *Afton Community Center/City of Afton* hereby disclaims liability for any personal injury, property damage or property loss by the renter, or any agent, officer, employees, guests and invitees of the renter.
5. The renter, personally and as the representative of any group, corporation, partnership or association, with full knowledge and authority of any entity, hereby agrees to hold the *Afton Community Center/City of Afton* fully harmless for any and all liability damages, court costs, and attorney fees resulting from any personal injury or property damages to any agent, officers, employees, guests and invitees or any third party which is caused to happen in connection with the use and occupancy of said premises by the renter.
6. The renter acknowledges that the premises are drug, alcohol and tobacco free and shall remain that way during the period of use and occupancy by the renter.
7. Use fee and damage deposit are to be paid prior to use and received at the Afton City Hall office within forty-eight (48) hours after the reservation is made. The reservation is not confirmed until the fee is received.
8. Keys are to be picked up before use at Afton City Hall Office, during the office hours of 8:00 am – 4:30 pm. Monday through Friday.
9. Decorations are permissible on the tables only. **Nothing may be pinned or taped to the wall or ceiling. NO GLITTER OR SMALL CONFETTI ALLOWED.**

CLEAN UP (Before you leave):

1. Sweep floor and wet mop Community Center and kitchen (wet & dry mop are in the janitor closet). Wash food or other spills off the floor and counters. Wipe up any spills in microwave oven, stove top/oven, and refrigerator when finished using.
2. Take all garbage in plastic bags and put them in the dumpster outside.
3. Put room back in original condition.
4. Check restrooms, flush stools if needed, and turn off lights.
5. Check heat/air-conditioning controls (winter: heat to 60, summer: cool to 80) & Fan-Auto
6. Turn off all lights.
7. Lock all Community Center doors.
8. Take key to City Hall Office or put it in the drop box in front door of City Hall.

I have read the above statement and agree by signing my name hereto:

Signature: _____

Date: _____

I would like to check out a key to use the Sound System: ____ Yes ____ No

Deposit Returned: [☐] Yes [☐] No Amount \$ _____ Date: _____

Signature of Renter: _____