

# City of Guttenberg - Building Rental Form

502 South First St. ~ PO Box 580 ~ Guttenberg IA 52052-0580

## All Facilities Terms of Use

- **Lessee is responsible** for all persons in the building area rented during the permitted activity use and all persons in the building whom are there for your function for which a rental agreement is issued to you. Be mindful of the residences surrounding the area.
- **Lessee must clean up** all areas of the building and around outside of building that are used (this includes scrubbing of any floors that need it, cleaning of chairs, tables, and so forth) and replace in their storage location all equipment, chairs and tables. After the event, the customer is responsible for making sure that the facility is cleaned and returned to its original state. Clean up must be completed the day of rental unless the renter has reserved the facility and paid rent for an additional day.
- **Lessee must pay for all damages** to the building, its facilities, and equipment during the activity use.
- **No Smoking.** All City facilities are non-smoking (including parking lots and roof top patios).
- **Alcohol consumption** is allowed in the Municipal Building, subject to the following terms. Any violation of the following terms by the lessee or other persons involved with the permitted use shall result in loss of the security deposit, immediate termination of the event and the persons involved, including lessee, may be subject to fines according to the law.
  - a. The only type of alcohol allowed in the building shall be beer, wine, or other alcoholic beverages less than 5% alcohol by weight.
  - b. **Alcohol is not allowed outside the room or rooms specified by the rental agreement.** Any individuals observed outside of the specified area with alcoholic beverages may be subject to a fine, according to the law.
  - c. No alcohol consumption by minors is allowed and the lessee will be held responsible for provision of alcohol to a minor, according to the law.
  - d. The lessee sponsoring any non-family events (as determined by the City of Guttenberg) involving alcohol use or consumption will be required to supply a security guard at the lessee's expense. The proposed guard needs to be approved by the City Police Chief prior to the event/lease being approved.
  - e. All uses shall comply with applicable provisions of the "Iowa Alcoholic Beverage Control Act".
- **Animal Access.** Guide dogs and assistance animals for people with disabilities are permitted in the facility, but must be on a leash at all times and muzzled, if necessary. No other animals are permitted.
- **No Adhesives.** Decorating the facilities with any tape, glue, or other adhesive is absolutely prohibited. Users may not attach anything to any surface within the room.
- **Liability.** The City will recover from the user group all costs to the city for any damage or loss to the premises, building, or building's contents caused by or arising out of the user's activities while using the facility. Additionally, any loss or damage to others' property and/or injury or death to any person(s) caused by or arising out of the user's activities while using the facility will be the responsibility of the group using the facility.
- **Cancellation/Refund policy.** If a 7 day notice is given for cancellation a full refund will be issued. If a 3 day notice is given 50% of the rental fee will be refunded. If notice of less than 3 days is given no refund will be issued.

**Marina Center Meeting Room Terms of Use:**  **Check if this is facility you are requesting.**

- Deposit: \$500
  - Deposit returned after final inspection confirming that facility has been returned to pre-rental condition.
  - Deposit can be picked up at City Hall or shredded. 10 days after event, if check is not picked up, it will be shredded.
- Rates:
  - **Commercial Rates.** = If alcohol is served: \$75/hr, No alcohol: \$35/hr
  - **Non-commercial Rates** = Flat \$50/day (Additional rental fee for set-up day before or clean-up day after)
  - Registered Non-profits may use once per month for a \$10.00 meeting fee. Group must reserve with city office and all other terms apply. (Additional rental fee for set-up day before or clean-up day after)
- Maximum Room Occupancy: 49
- **Closing.** The Marina Visitor Center Meeting Room closes promptly at 10:00pm.
- **The building key will need to be picked up during city office hours BEFORE your event.**

**Park Shelter Rules of Use:**  **Check the facility you are requesting:**  
\_\_\_\_\_ North \_\_\_\_\_ South \_\_\_\_\_ Band Shell

- Vendors may not sell products in the parks without first obtaining Park Board approval. Fees must be paid in advance and all applicable insurance and licenses must be obtained prior to use.
- Anyone wishing to put a tent or portable building in the park must first obtain approval from the Park Board and in special situations, from the City Council. You must call Iowa One Call for Utility Locates at 1-800-292-8989 (iowaonecall.com).
- Motorized vehicles and bicycles are prohibited in the park.
- Pet owners must clean up after their pets. Bags are available throughout the park.
- No overnight camping is allowed without approval from the Park Board and City Council.
- Organizations conducting special events must receive Park Board approval.
- Canned beer is permitted in the Park between the hours of 10:00 a.m. and 10:00 p.m.
- DO NOT attach screws or nails to gazebo or band shell structures.
- Rental fee - \$25.00 per day

**Municipal Building Terms of Use:**  **Check if this is the facility you are requesting.**

1. Anyone seeking to use any facilities of the Municipal Building must get permission to do so from the City Office.
2. Permission will not be granted for any use that will conflict with routine use of the building or any prior scheduled use.
3. Permission to use the building will not be granted to any group or individual who in the past has not maintained order, caused an inordinate amount of damage to the building, or has not paid for damages and/or other fees owed to the City.

**TIME LIMITS:**

**At Midnight (12:00 a.m.) all activities must end.**

**At One a.m. (1:00 a.m.) all cleanup must be accomplished and everyone must be out of the building.** (If additional time is needed for cleanup, there will be an additional rental charge and the clean-up **must be** accomplished before 12:00 Noon the following day **or** before the next scheduled activity, whichever is **sooner.**)

RENTAL FEES:

1. For private parties and profit organizations the following fees will be charged for use of the building:

Auditorium:	_____ Dances or parties with kitchen*	\$155.00/day
	_____ Dances or parties without kitchen	\$105.00/day
	_____ Setup (if on different day from event)	\$ 15.00/day
	_____ Cleanup (if on different day from event)	\$ 15.00/day
	_____ Meetings only	\$ 40.00/meeting
	_____ Classes per use ( <b>up to 1½ hrs.</b> )	\$ 25.00/per use
Dining Room:	_____ With kitchen*	\$125.00/day
	_____ Without kitchen	\$ 85.00/day
	_____ Setup (if on different day from event)	\$ 15.00/day
	_____ Cleanup (if on different day from event)	\$ 15.00/day
	_____ Meetings only	\$ 40.00/mtg
	_____ Classes per use ( <b>up to 1½ hrs.</b> )	\$ 25.00/per use

\*Use of kitchen is determined if lessee uses plates, cups, utensils, stove and/or coffee pot. Use of refrigerator for storage, countertop for serving and using the sinks are not considered using kitchen.

2. Civic groups and non-profit organizations will be charged \$10.00 to cover utility costs. They will also be required to make a deposit of **\$500.00** for the use of the Auditorium or Dining Room.
3. Rental payments for classes shall be paid at the end of each month. All other rental payments will be made at the time permission is granted to use the facility.
4. **All private parties and profit organizations must make a deposit of \$500.00 for the Auditorium and Dining Room** along with the rental charge at the time permission to use the facility is granted. The balance will be returned after all cleanup is completed and determination is made that no damage to the facilities has been done, etc. If the activity continues after the 1:00 a.m. limit, this deposit will not be returned.

COMPLETE THE FOLLOWING:

1. Name of Responsible Party \_\_\_\_\_
2. Number of attendees expected \_\_\_\_\_
3. Date of Event \_\_\_\_\_
4. Type of Event \_\_\_\_\_
5. Start and End time of Use \_\_\_\_\_
6. Will alcohol be served? \_\_\_\_\_
7. Do you need to use the projector/screen/speaker? \_\_\_\_\_ (additional \$5 rental fee)
8. Deposit: Will be \_\_\_\_\_ picked up \_\_\_\_\_ Shredded \_\_\_\_\_ Hold for future use (up to 1 year)  
Ck # \_\_\_\_\_ Date Returned/Shredded \_\_\_\_\_ (North/South/Band Shell/Muni Bldg)

I have read and understand the above terms and conditions for usage of the City of Guttenberg facility indicated above. 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: \_\_\_\_\_