

Falcon Civic Center- Gym Rental Agreement

Return this form immediately as proof of reservation. All rental fees are DUE in full on or before the date of the rental.

Falcon Civic Center
1305 5th Avenue NE
Independence, Iowa 50644
(319) 334-6711

Office Use Only: (Update 2019)
Gym Rental Fee: _____
Total Fee Paid: _____
Date: _____ Staff Initial: _____

Fill out the form below & sign the agreement on the back.

Contact Person (Lessee): _____

Company/ Group Name: _____

Address: _____

Phone #: (Daytime) _____ (Evening) _____

Date of Rental: _____ Time of Rental: _____

Equipment Needed	Number Needed
Chairs	_____
Tables	_____
Other _____	_____

We have 8' long tables (seats 8 people comfortably, 5' round tables (seats 6 comfortably), and folding chairs available. Our kitchen is also available to you. Maximum Capacity of the gym is 275
Alcohol & Smoking/ Vaping is not allowed in the Falcon Civic Center.

All reservations must be made prior to the date of your rental by calling the Falcon Civic Center @ (319) 334-6711 Monday– Friday 8am– 3:30pm. We only allow rentals to be scheduled within our normal hours of operation and typically will not book rentals outside of those hours.

Reservations may only be scheduled during our normal hours:

Nov 1st– March 31st: Mon– Thurs 5am-9pm/ Fri 5am– 8pm/ Sat 8am– 4pm/ Sun 12-4pm
April 1st– May 31st: Mon– Thurs 5am– 9pm/ Fri 5am– 8pm/ Sat 10am– 4pm/ Sunday Closed
June 1st– Aug 31st: Mon– Thurs 5am– 7pm/ Fri 5am– 6pm/ Sat 12pm– 4pm/ Sunday Closed
Sept 1st– October 31st: Mon– Thurs 5am- 9pm/ Fri 5am– 8pm/ Sat 12- 4pm/ Sunday Closed

Gym Rental Rates Per Day:

	<u>Profit</u>	<u>Non-Profit</u>
First 3 Hours	\$175	\$100
Each Additional Hour	\$45	\$35
Maximum Daily Rental	\$275	\$150

In order to receive the non-profit rental rate, you must be a registered non-profit organization; for example, churches, schools, city government, booster clubs, etc...

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Please turn over >>>

Falcon Civic Center- Gym Rental Agreement

This agreement, made and entered on _____ by and between the Independence Parks &

Date the reservation was taken on

Recreation Department of Independence, Iowa, hereinafter referred to as the IPRD and _____, as the Lessee.

Name of person reserving

1. 1. The IPRD agrees to rent the facility from _____ A.M. or P.M. to _____ A.M. or P.M. on _____.
2. The IPRD agrees to furnish all of the essential light, heat, and ordinary operating equipment as may be needed.
3. Lessee shall furnish all necessary labor that is essential to install, operate, service, and remove all equipment belonging to the Lessee.
4. The Lessee shall reimburse the IPRD for all necessary security and maintenance personnel required for the use of the premises by the Lessee in excess of permanent operating staff of the IPRD.
5. The Lessee agrees that every member connected with the event for which the building is rented, shall abide by, conform to and comply with all of the laws of the United States, State of Iowa, all ordinances of the City of Independence. Lessee must also obey rules and regulations of the IPRD, Police and Fire Department of the City of Independence.
6. The IPRD reserves the right, by or through its agents or employees, to remove any objectionable from the premises and the Lessee expressly waived any right to damages for such removal.
7. Lessee agrees that it will not in any way injure, damage, mar or deface the building (including excess decoration) premises, furniture, fixtures, or equipment on or around the building and shall reimburse the IPRD of any damage or injury caused by it, its employees, agent, or other persons admitted to the premises by the Lessee.
8. In the event of fire, wind storm, casualty, war or other unforeseen circumstances shall result in damage to the building that shall render it impossible or impracticable for the intended performance shall be made impossible by strike, riot, or other cause without the control of the IPRD, this contract shall stand cancelled and the Commission shall not be liable to the Lessee for any damages as a result of such cancellation.
9. The Lessee agrees that no portion of the sidewalks, entries, halls, and all ways of public access to public utilities of the building shall be obstructed by the Lessee or used for any purpose other than entering or exiting the building.
10. The Lessee agrees to not interfere in any way with the ordinary use by others of any portion of the building or grounds not expressly covered by this Rental Agreement. The Lessee agrees that during the term of this contract other building not herein leased to the Lessee.
11. All property brought onto the premises by the Lessee shall be at the risk of the Lessee and the IPRD shall not be liable for any loss or damage there to, or for any injury to the Lessee, its agents or employees.
12. It is understood and agreed that in the event of any default or non-performance hereunder, or breach of the provisions of this contract by the IPRD the liability of the IPRD therefore shall in any event be limited to the return to the Lessee for the fee paid to the IPRD for the particular performance or period to times of which the Lessee is therefore deprived.
13. NO alcohol is allowed on the premises.
14. It is further agreed by the parties as follows:
 - A. A written application must be submitted to the Falcon Civic Center for each use. To secure an open date, your deposit must accompany your rental form. Please make checks payable to the Falcon Civic Center.
 - B. Rooms are not available until the time of reservation. If there is a need for additional set-up and tear down time, the Lessee must include that time in the rental time.
 - C. Chairs and tables will be provided but rooms are to be set-up, arranged, tore-down, and cleaned-up by the Lessee.
 - D. Any damages will be assessed at \$20 per hour for an extra clean-up. A minimum charge of \$25 will be made if the room is left sub-standard.
 - E. Decoration other than those for tables must be approved in advance. Decorations must be removed after use, leaving no tape, staples, or string on the walls, floor or ceiling.
 - F. Use of the kitchen is included with this rental. The kitchen is to be cleaned after each use; the counters and sink need to be wiped clean. We will NOT provide cooking utensils, silverware, dishes, etc... The lessee will need to provide these items.
 - G. NO Smoking in the Falcon Civic Center.
 - H. Person Guilty of using loud or profane language, rowdy and/ or unruly conduct and/ or are disturbing by their conduct will be asked to leave the Falcon Civic Center.
 - I. The Lessee will be charged for any additional time using the facility that is not listed on the rental agreement.

Lessee Signature: _____

Staff Taking Reservation Signature: _____ Date: _____