

Falcon Civic Center- Small Meeting Room 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 2022)
Room Rental Fee: _____
Total Fee Paid: _____
Date: _____ Staff Initials: _____

Fill out form below & sign 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 (6 permanent)	_____
Other _____	_____

Maximum Capacity of the Small Meeting Room is 10

We have additional folding chairs if needed. 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 at (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:

March, April, May- Monday- Thursday 6am- 8pm/ Friday 6am- 7pm/ Saturday 10am- 4pm/ Sunday Closed
June, July, August- Monday- Thursday 6am-7pm/ Friday 6am- 6pm/ Saturday 12-4pm/ Sunday Closed
September, October, November- Monday- Friday 6am– 8pm/ Saturday 8am- 4pm/ Sunday 12-4pm
December, January, February- Monday- Friday 6am– 8pm/ Sat 8am- 4pm/ Sunday 12-4pm

Small Meeting Room Rental Rates Per Day:

	<u>Profit</u>	<u>Non-Profit</u>
First 3 hours	\$15.00	\$10.00
Each Additional hour	\$10.00	\$7.50
Maximum Daily Rental	\$35.00	\$30.00

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 >>>

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This agreement, made, and entered on _____ by and between the

Date the reservation was taken on

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

Name of person reserving

1. The IPRD agrees to rent the Falcon Civic Center Small Meeting Room from _____ A.M. or P.M. on _____ to _____ A.M. or P.M.
2. For the use of the premises for the period above the described, Lessee agrees to pay the IPRD the sum of \$ _____. Payment is due in full by _____.
3. The IPRD agrees to furnish all of the essential light, heat, and ordinary operating equipment as may be needed.
4. Lessee shall furnish all necessary labor that is essential to install, operate, service and remove all equipment belonging to the lessee.
5. The Lessee agrees that it will not in any way injure, damage, mar or deface the building (including excessive decoration) premises, furniture, fixtures, or equipment on or around the building and shall reimburse the IPRD for any damage or injury caused by it, its employees, agent or other persons admitted to the premises by the Lessee.
6. All property brought onto the premises by Lessee shall be at the risk of the Lessee and the IPRD shall not be liable for any loss or damage, or for any injury to Lessee, agents or employees.
7. **NO ALCOHOL IS ALLOWED IN THE BUILDING.**
8. It is further agreed by the parties as follows:
 - A. A written application must be submitted to the Falcon Civic Center for each use. 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 will be provided but rooms are to be set-up, arranged, tore-down, and cleaned up by the Lessee.
 - D. Decorations must be removed after use. Leaving no tape, staples, or string on the walls or ceiling.
 - E. There is NO Smoking or vaping allowed in the Falcon Civic Center.
 - F. 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.

Lessee Signature: _____

Staff taking the reservation: _____ Date: _____