

City of Carlisle  
**RECREATION CENTER**  
 1220 S. 5<sup>th</sup> Street, Carlisle, Iowa 50047  
 (515) 989-3224

***Reservation/Rental Contract***

Type of Activity \_\_\_\_\_

Responsible Party \_\_\_\_\_  
 (must be at least 18 years old) (name)  
 \_\_\_\_\_  
 (street, apt #, etc)  
 \_\_\_\_\_  
 (city) (state) (zip code)

Telephone(s): Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Today's Date \_\_\_\_\_ Date of Reservation: Day of Week \_\_\_\_\_ Date \_\_\_\_\_

Rate (per hour): Beginning Hour \_\_\_\_\_ Ending Hour \_\_\_\_\_ = \$ \_\_\_\_\_

Rate (per event): = \$ \_\_\_\_\_

Recurring Rental: Yes \_\_\_\_\_  
 No \_\_\_\_\_

Admission Fee Yes \_\_\_\_\_  
 No \_\_\_\_\_

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 Your signature affixed hereto attests that you have read, understand and agree to comply with all restrictions and procedures herein and to follow attached instructions while renting one or more rooms in the Carlisle Recreation Center noted on the reverse side of this document (page 2) and attest that you agree to the following:

I, \_\_\_\_\_, shall indemnify, save and hold harmless the Carlisle Recreation Center and City of Carlisle, Iowa, and all their officers, agents, and employees, from and against any and all claims, liability, expense, demands, actions or causes of action of whatever nature or character including attorney fees and expenses of litigation, for loss, damage or injury to any person or property of participants, guests, invitees, trespassers or any other persons arising out of or in any way connected with the occupancy or use of the Carlisle Recreation Center by the undersigned renter or persons on whose behalf I am acting. I understand that my deposit is forfeited if I cancel the reservation.

\_\_\_\_\_  
 Renter/Responsible Party  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 City of Carlisle Staff Member  
 \_\_\_\_\_  
 Date

<b>For Office Use ONLY</b>			
Rental Fee \$ _____	Date Due _____	Date Paid _____	Check # _____ Receipt # _____
Damage Deposit \$ _____	Date Paid _____	Check # _____	Date Deposit Returned _____
Special Beverage Permit (Security Required): Yes _____ No _____		Special Beverage Deposit \$ _____	
Date Paid _____	Check # _____	Date Deposit Returned _____	
Officer's Name _____	Key Issued: Key # _____	Date Issued _____	Date Returned _____

# HOLD HARMLESS

1. Hold Harmless. The undersigned, hereinafter called Applicant, in consideration for the acceptance of this agreement, agrees to the fullest extent permitted by law to defend, indemnify and hold harmless the City of Carlisle, its officers, agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the use of the City of Carlisle's Recreation Center at 1220 S. 5<sup>th</sup> St. by Applicant, its agents, guests, employees or any participants in the event/activity or arising from any neglect, default, mismanagement or omissions in the performance of any duties imposed upon Applicant by this agreement, or by law; provided that any such claim, damage, loss or expense:
  - a. Is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and
  - b. Is caused in whole or in part by any act or omission of applicant, its agents, guests or anyone directly or indirectly employed by any of them or anyone for those acts any of them may be liable regardless of whether or not it is caused in whole or in part by a party indemnified hereunder.
2. Obligation Not Limited. In any and all claims against the City, its officers, agents or employees by the Applicant, its agents, guests, employees, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation herein shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Applicant or any agent or employee under workers' compensation acts, disability benefit acts or other employee benefit acts.
3. Damages Conclusive Against Applicant. If any litigation on account of such claims shall be commenced against the City, Applicant, upon notice thereof from the City, shall defend the same at its sole cost and expense; and the record of any judgment rendered against the City on account of such claims for damages shall be conclusive as against Applicant and entitle the City to recover the full amount thereof, with interest and costs and attorney's fees incurred by the City, whether the City shall have paid such amounts or not.
4. Liability for Damages. Further, the undersigned agrees to be liable for any damage the facility and/or the equipment in the facility, except for normal wear and tear resulting from this use and to pay in timely fashion any and all costs associated with returning the facility and/or equipment to the condition that existed prior to said use.

Print name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval: \_\_\_\_\_

City of Carlisle  
**RECREATION CENTER**  
1220 S. 5<sup>th</sup> Street, Carlisle, Iowa 50047  
(515) 989-3224

## *Carlisle Recreation Center Rental*

### **RESERVATIONS**

The building will be open for the public's use by reservation only. Reservations will be taken on a first come, first served basis. The rental deposit must be paid and received in the Carlisle City Office within seven (7) days after the reservation is made. The rental agreement must be signed and finalized and the rental fee paid at least thirty (30) days in advance of the actual rental date. Reservations may be made in advance up to one (1) year in advance of the use date; however, money will not be refunded if there should be a cancellation unless the building is reserved by another party on the cancelled date. Recurring rental reservations (2 or more times per month) will be taken if payment is received at time of reservation for all dates reserved. No refunds will be made for recurring reservations.

### **HOURS**

The building may be rented at the times indicated below. All clean up must be completed and the building vacated by the end of the rental period.

Saturday, Sunday & City Observed Holidays – 8:00 a.m. – 12:00 midnight

Monday – Friday – 4:30 p.m. – 12:00 midnight

### **RENTAL SPACE AVAILABLE**

- Seats up to 200 people (depending on seating arrangement)
- Items available included in rental fee:
  - 19 tables, seat 8 each
  - 160 folding chairs
  - Heat or Air-conditioning
  - Electric outlets
  - Restrooms

#### **Kitchen**

- No extra charge with building rental
- Items available included in rental fee:
  - Stove
  - Refrigerator with freezer
  - Microwave oven
  - Coffee Maker
- Renters must provide their own cups, silver or plastic ware, cooking utensils and other normal and usual kitchen equipment used in food preparation or consumption.

## **FEE SCHEDULE**

### **Rental Fee:**

<u>Resident</u>	<u>Nonresident</u>		
\$10	\$20	per hour	Up to four (4) hours
\$100	\$180	per event	

Rental fee is the same regardless of the type of function.

## **DEPOSIT**

*Reservation/Damage/Clean-up Deposit* – \$100 due within seven (7) days after reservation is made. This deposit is used for three purposes: (1) a rental deposit – nonrefundable if the renting party cancels the reservation and rental time is not rented by another party, (2) to cover any damages due to the rental use and (3) to cover any costs incurred to clean the facility. It is refunded within two (2) weeks after the use of the room.

*Special Beverage Deposit* – \$100 due at the time the rental agreement is signed at least thirty (30) days prior to the reservation and is refunded within two (2) weeks after the rental date.

### ***Make Checks payable to: City of Carlisle.***

The reservation/damage/clean-up and special beverage deposits should be separate checks.

## **MUSIC**

All live or recorded music must be kept at a minimum and discontinued at 11:30 p.m.

## **DANCING**

Dancing is permitted on floor as is. Do not put anything on floor.

## **SPECIAL BEVERAGES, ENTERTAINMENT, GENERAL PUBLIC**

If permission is obtained and attendance is by invitation only, wine, beer or champagne may be served at the event, provided it is limited to those attending who are age 21 and older. No other liquor may be served. No wine, beer or champagne may be sold under any circumstance.

“Special Beverages” means beer, wine or champagne. “Entertainment” means live music or live performances of any kind. “General Public” means residents of the State of Iowa and other states. Any function at the Recreation Center, under this agreement, which involves special beverages, entertainment, or is open to the general public shall require security. (Private functions not open to the general public not serving “special beverages” which have “entertainment” will not require security.) Security, arranged and paid by the “Renter/Responsible Party” shall be provided either by off-duty City of Carlisle, City of Indianola, Warren County Sheriff’s Department or other certified law enforcement officers or by licensed private security officers. Security shall be provided from the time the function begins until the time that cleanup is completed and the door to the facility is locked. Renter/Responsible Party is responsible for making sure a licensed law enforcement officer or private security officer is at the building.

## YOUTH GROUP USE

Youth group leaders are responsible for monitoring the behavior of their group members. A minimum of two (2) leaders/chaperones must be with groups numbering nine (9) or more and a minimum of four (4) leaders/chaperones must be with groups numbering fifty (50) or more.

## SECURITY

If the rental agreement requires you to make security arrangements with off duty law enforcement officers or private security officers, you must provide proof of those arrangements to the City of Carlisle by the last working day prior to the rental. You will **NOT** be allowed to use the facility, even if payments have been made, if you do not have security at the facility during the activity hours.

## PARKING

Renters of the Carlisle Recreation Center are placed on notice that the parking area is shared with the Carlisle Family Aquatic Center and when the aquatic center is open at the same time the Recreation Center is in use, paved parking may not be available for Recreation Center patrons. Overflow parking is available on the turf area north of the paved parking area, the turf between the paved parking area and the Recreation Center building and the turf area north of the Recreation Center.

## GENERAL INSTRUCTIONS

This is a City facility to serve multiple needs for area residents. We are pleased that you are able to use this facility for your function. Please follow these general instructions:

1. **This is a NO SMOKING FACILITY.** Anyone wishing to smoke must do so outside of the building in the parking lot area – **NO EXCEPTIONS.**
2. The building must be returned to its original condition after use. The original condition is with all tables and chairs put away; floor must be swept and spills and sticky spots wet mopped (with clean water only) and items completed on cleaning checklist.
3. If keys are issued, they are to be picked up one (1) to two (2) working days prior to your rental at the City Office, 195 N. 1<sup>st</sup> St., between 8:00 a.m. - 5:00 p.m. Monday thru Friday. Keys are to be returned at the completion of the rental to the City Office during regular business hours or to the utility drop box behind the City Office after business hours.
4. Heat/Air-Conditioner: Thermostats are set at 70 degrees.
5. Dump all trash in dumpster located on the grounds. Wash cans inside and outside if needed. Put clean liners in trashcans.
6. All tabletops and chairs must be wiped clean with cleaning supplies located in the closet in the kitchen.
7. If using kitchen, clean sinks and counters, dust mop or sweep floor, and wet mop floor where sticky. Also wipe off stove, wipe out refrigerator, stove oven, microwave oven.
8. Clean restrooms by emptying trash, wiping down counters and lavatory facilities with cleaning supplies located in the closet in the kitchen. You will be supplied with the following items to aid

in your cleaning: Dust mop, Broom, Dust Pan, Trashcan Liners, Toilet Paper, Paper Towels, Hand Carpet Sweeper, Mop, Mop Bucket, Cleaning solution & Pail.

*Failure to complete the above may result in the loss of part or all of your deposit depending upon the condition in which you leave the building.*

City of Carlisle  
**RECREATION CENTER**  
***Cleaning Check List***

***Please check each item as you complete it.***

Completion Box	Item
<input type="checkbox"/>	Tables & Chairs Wiped Off (with cleaning supplies located in the closet in the kitchen)
<input type="checkbox"/>	Place all tables and chairs in the room between the kitchen and large room
<input type="checkbox"/>	Turn off and Clean Coffee Pot (if used)
<input type="checkbox"/>	Floors swept/vacuumed (all areas)
<input type="checkbox"/>	Floor Spills Sponge Mopped (clean water only)
<input type="checkbox"/>	Room Put Back to Original Condition
<input type="checkbox"/>	Garbage Cans Emptied, Cleaned & New Liners Put In
<input type="checkbox"/>	Garbage Put in Dumpster
<input type="checkbox"/>	All Cleaning Items and Supplies Put Away
<input type="checkbox"/>	All Decorations, Masking Tape and Stik Tack Removed
<input type="checkbox"/>	Sink, Counter & Appliances Wiped Clean
<input type="checkbox"/>	Restrooms Cleaned
<input type="checkbox"/>	All Lights Turned Off
<input type="checkbox"/>	All Doors Locked
<input type="checkbox"/>	Return key to the City Office, 195 N. 1 <sup>st</sup> St. either in person or to utility drop box behind the City Office (if key was issued to you)

In the event Renter violates any of the terms of this Agreement or fails to follow attached cleaning instructions, then the City of Carlisle reserves the right to assess damages in an amount that will fairly and fully reimburse the City for costs incurred by the City as a result of such violations:

- A. Renter agrees that the City's determination as to the assessment of damages caused by Renter's use of the premises shall be final.
- B. Renter authorizes the City to deduct the amount of assessed damages from the damage deposit.
- C. Renter agrees that in the event the assessed damages exceed the damage deposit, the person signing the lease shall be personally responsible for such excess damages.
- D. If alcoholic beverages are used or served, they must be limited to those attending who are age 21 and older. The special beverage damage deposit will be applied to any damages or additional cleaning caused by the consumption of these beverages.
- E. Non-Smoking Facility.
- F. The facility will be left clean, orderly and undamaged. Specific cleanup instructions as attached will be followed.
- G. "Special Beverages" means beer, wine or champagne. "Entertainment" means live music or live performances of any kind. "General Public" means residents of the State of Iowa and other states. Any function at the Recreation Center, under this agreement, which involves special beverages, entertainment, or is open to the general public shall require security. Security, arranged and paid for by the "Renter/Responsible Party" shall be provided either by off-duty City of Carlisle, Indianola, Warren County Sheriff's Department or other certified law enforcement officers or by licensed private security officers. Security shall be provided from the time the function begins until the time that cleanup is completed and the door to the facility is locked.
- H. Patrons may not take alcoholic beverages out of the building.
- I. Snow and Ice Removal. The City of Carlisle will perform its usual and customary snow and ice removal upon the premises, if necessary, one time upon the day of the rental. However, lessee is responsible for the removal of additional snow and/or ice which may accumulate after the removal performed by the City of Carlisle.
- J. Persons, groups or organizations wishing to rent the facility and charge an admission fee or ask for contributions from those attending an event will be limited to one occurrence per year. Exceptions to this policy may be granted by the Carlisle Parks and Recreation Superintendent.
- K. Payment Requirements: \$100 due within seven (7) days after reservation is made. This deposit is used for three purposes: (1) a rental deposit – nonrefundable if the renting party cancels the reservation and rental time is not rented by another party, (2) to cover any damages due to the rental use and (3) to cover any costs incurred to clean the facility. It is refunded within two (2) weeks after the use of the facility.