

RULES AND RENTAL AGREEMENT FOR THE TABOR COMMUNITY BUILDINGS

RULES:

1. The City Council will set the cost of renting the Community Buildings. Any request for change or variance of the rules must be brought to the City Council prior to the event. The Council will make any change or variance on an individual basis and for that event only. The Council reserves the right to amend these rules any time prior to the rent of the building.
2. The Tabor City Council will not be responsible for lost, stolen, or damaged items brought into the building prior to, during, or after the event. Nor will it be responsible for items not removed from the building after the event.
3. Renter agrees to hold the city harmless from any liability arising from the conduct of the renter or invited guests during the event.
4. **The building must be reserved through the City Clerk's Office. Reservation is not accepted or confirmed until rental payment is received. A security/damage deposit will be paid at the same time the rental fee is paid. This deposit will be returned in full or in part after the event when inspection of the building and contents are found undamaged, trash taken to the dumpster and properly cleaned. At the discretion of the council the security deposit will be not be returned if an event is cancelled. **The person signing the contract will be responsible for all damages incurred over the deposit amount.****
5. The Community Building property is a smoke free area- no smoking allowed inside the building. **If someone is caught smoking in the building a \$250 fine will be assessed to the person signing the rental contract.** This is according to the Smoke-free Air Act (2008 Iowa Acts, HF2212) effective July 1, 2008.
6. Minimum age for renting building is 21 years old. The renter must sign this form for the group and will be held responsible. . All children under the age of 21 must have adult supervision at all times while in the Community Building.
7. When alcohol is going to be consumed in the building, a renter needs to provide proof of appropriate insurance or liquor license. Iowa law stipulates drinkers must be 21 years of age or older. All Iowa Liquor Laws must be strictly adhered to.
8. **A curfew of 2:00 a.m. has been established.** Anything later than this time must be approved through the Tabor City Council prior to the event. This curfew will be enforced through the Chief of Police.
9. **The Chief of Police will be contacted when the building is rented for a large event. They may be entering the building per Council request to insure the safety and welfare of all participants of the building.**
10. When moving tables and chairs carry them - do not drag them across the floor to prevent mars and scuffs.
11. No animals, other than Seeing Eye dogs or animals used for health and well-being of the blind or handicapped will be allowed in the building unless approved by the Tabor City Council prior to the event.

12. No equipment, such as chairs, tables, or kitchen equipment will be removed from the building prior to, during, or after the event. Exceptions (church, school, large funeral, etc.) & only at the discretion of the Council.

13. The computer and television is for Fire and Rescue purposes only and not available for public use.

14. **Fire Station Community Room rental parking will be on the east side of the building. Parking on the north, south and west sides of the building is prohibited.**

15. **Tape is not allowed anywhere on walls, floors, light fixtures or ceiling. No duct tape, glue guns, staple guns, thumbtacks, nails or painting allowed. No fog machines, bubbles or rice allowed.**

16. **The individual or organization renting the building will complete a checklist for cleaning up the rented area after use.**

17. The checklist in the above paragraph will be reviewed by a city representative with the renting party prior to occupancy. The renter and city representative will sign and initial checklist and note any discrepancy in conditions.

18. The city representative will go over the checklist after each event to determine if the security/damage deposit may be refunded or if there has been excessive damage or items missing exceeding the application of the security/damage deposit.

19. **Upon completion of an event, all items brought into the building prior to or during the event and needing to be discarded (bottles, cans, decorations, etc.) will be placed in tied trash bags and taken to the dumpster. All lights and fans will be shut off. Air conditioning or heat will be set to the proper temperature as indicated on the checklist. The renter will lock all windows and doors.**

The building should be left as you found it. A cleaning checklist will be provided to you to follow. If the building is not left in the same condition as when you rented it, your deposit will NOT be returned.

All rules outlined in the contract will be followed. Failure to obey will result in deposit forfeited and possibly denied future rental of the building.

IT IS THE RENTER'S RESPONSIBILITY TO CLEAN AND RETURN THE COMMUNITY BUILDING TO ITS ORIGINAL CONDITION. THE RENTER'S DEPOSIT MAY BE KEPT IF THE ROOM IS DAMAGED OR NOT CLEANED, OR ITEMS ARE MISSING.

Thank you for renting the Tabor Community Building!
We hope to see you again soon!