

**REINBECK MEMORIAL BUILDING RENTAL AGREEMENT**

**DEPOSIT FEE \$100.00**

DATE OF RENTAL: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

LEGION \_\_\_\_\_ AUDITORIUM \_\_\_\_\_ BOTH \_\_\_\_\_ KITCHEN \_\_\_\_\_ BAR \_\_\_\_\_ SOUND \_\_\_\_\_ STOVE \_\_\_\_\_ COOLER \_\_\_\_\_

RENTER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PURPOSE OF RENTAL \_\_\_\_\_

By signing this agreement, the renter agrees to the following:

RENTER acknowledges that the refunds of rental fees will not be made if a reservation cancelled Fewer than three (3) days prior to the reserved date. All fees may be refunded only in the event of the most extraordinary circumstances as determined by the Reinbeck Memorial Building Commission. In case of death, serious injury, dangerous weather, etc.

RENTER agrees to leave the facility in clean, neat orderly condition. A check off sheet will be provided to the renter. If the building is left in less than satisfactory condition or if physical damage is done to the building----the deposit fee will be kept---if this exceeds the deposit fee; the renter will be charged the difference.

RENTER agrees to release the City of Reinbeck from liability resulting from any loss, damage or expenses or any kind occasioned by or arising out of any accident or other occurrence, causing or inflicting injury, and or damage to any person or property during use of the building.

RENTER agrees there is to be no smoking in the facility. Pursuant to the July, 2008 Iowa Smoke Free Air Act, there is to be no smoking on any City property surrounding the Reinbeck Community Building---including the front side walk and parking lot.

RENTER agrees that there is to be no alcohol brought into the building, or on the property.  
(AMERICAN LEGION is available to open the bar if requested)

RENTER will return the key to City Hall drop box immediately after the event.

RENTER acknowledges that the City of Reinbeck reserves the right to cancel any rental at any time upon emergencies.

I certify that I have read, understand and agree to the above rules,

\_\_\_\_\_  
Renter's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

DEPOSIT PAID: \_\_\_\_\_

RENT PAID: \_\_\_\_\_

DEPOSIT RETURNED \_\_\_\_\_