

# Jasper County Community Center

2401 1<sup>st</sup> Ave. E.  
Newton, Iowa 50208

## Facility Rental Contract

TODAYS DATE \_\_\_\_\_ DEPOSIT CHECK # RECVD \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_

NAME OF GROUP \_\_\_\_\_

RESPONSIBLE PARTY \_\_\_\_\_

(must be 18 years of age)

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

TELEPHONE PHONE NUMBERS

HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

RESERVATION DATE(S) \_\_\_\_\_

STARTING TIME \_\_\_\_\_ ENDING TIME \_\_\_\_\_

APPROXIMATE NUMBER OF PERSONS ATTENDING THE EVENT \_\_\_\_\_

KEY # \_\_\_\_\_ ISSUED TO \_\_\_\_\_

KEY # \_\_\_\_\_ RETURN DATE \_\_\_\_\_

If you have an emergency please telephone one of these numbers in the following order:

- 641-521-8844 - Adam Sparks – Buildings & Grounds
- 641-792-7016 – Auditor's Office (8 a.m. to 4:30 p.m.)
- 641-792-7350 - Dennis Parrott – Auditor's home #
- 641-792-5912 - Sheriff's Department as a last resort

**RENTAL CONTRACT**  
**JASPER COUNTY COMMUNITY CENTER**  
 RESERVATION OF THE COMMUNITY CENTER MUST BE MADE  
 IN ADVANCE BY CONTACTING THE JASPER COUNTY AUDITOR'S OFFICE  
 Room 201, Jasper County Courthouse  
 101 First Street North, Newton Iowa 50208  
 641-792-7016

**RENTAL RATES FOR Community Center are as follows:**

Monday –Tuesday-Wednesday-Thursday-Friday After 4:30

<u>HOURS USED BASED</u>	<u>RENT</u>	<u>DEPOSIT</u>
4 hours or less	\$25.00	\$250.00
More than 4 hours	\$50.00	\$250.00

Saturday-Sunday

<u>FLAT FEE BASED</u>	<u>RENT</u>	<u>DEPOSIT</u>
	\$100.00	\$250.00

(Approved by the Board of Supervisors 11/5/2013)

Please make out two separate checks (one for the rental fee and one for the deposit). Make payable to Jasper County. Checks and contract must be received three days prior to reserved date. Return signed original contract and checks to the Jasper County Auditor's Office, PO Box 944, Newton IA 50208-0944. **The \$250 DEPOSIT FEE WILL BE FORFEITED** if the contract is not followed and the facility is not left in the condition that it was rented. Arrangements for a key should be made by contacting the Jasper County Auditor's Office – 641-792-7016. **There will be no rentals the day before, the day of or the day following a County observed holiday. This also includes holiday weekends.**

If the room is not rented on the previous day, the renter may request to use the room on that day from 6 p.m. to 10 p.m. for decorating purposes only. **MAXIMUM CAPACITY 375**

The following is a list of rules that will need to be complied with:

1. Do not drive on lawn area
2. Do not prop open outside doors
3. DECORATIONS OR LIGHTING ARE NOT TO BE HUNG FROM THE CEILING IN ANY MANNER – if applicable
4. Do not use tacks on walls – use masking tape
5. Do not cut on counter tops – cutting boards are available
6. DO NOT SLIDE TABLES ALONG FLOOR
7. TABLE CONFETTI AND GLITTER ARE PROHIBITED IN DECORATING
8. NO SMOKING
9. NO ALCOHOL
10. Building must be vacated by 1:00 a.m.

**Damages:**

In the event Renter violates any of the terms of this Agreement, or fails to follow attached cleaning instructions, **then Renter's \$250 damage deposit will be forfeited.**

- A. Renter authorizes the County to cash the damage deposit check if contract is not followed and the facility is not left in the same condition as when it was rented.
- B. 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.
- C. There is no alcohol allowed at the facility.
- D. The facility will be left clean, orderly and undamaged. Specific clean up instructions as attached will be followed.

- E. The facility is a smoke free building.
- F. Jasper County and each of its authorized officers, agents and employees shall have reasonable access to the rented premises during the rental period at all times.
- G. Snow and Ice Removal – Jasper County 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 Jasper County.

I understand that I am liable for any damage that occurs in the building and its contents during the time I have reserved the room. I FURTHER UNDERSTAND THAT IF THE COMMUNITY CENTER IS NOT CLEANED PROPERLY, I WILL FORFEIT THE DEPOSIT PAID AT THE TIME OF RENTAL AND AGREE TO IMMEDIATELY PAY FOR ANY ADDITIONAL CLEAN-UP AND/OR REPAIR EXPENSES INCURRED BY JASPER COUNTY. I understand that my rental fee shall be deemed forfeited if I cancel the reservation.

Any income derived from the renting of this facility will be used for the upkeep of the facility.

My signature affixed hereto attests that you have read, understand and agree to comply with restrictions and procedures herein and to follow attached instructions while renting the Jasper County Community Center noted above and I further agree and attest to the following:

I, \_\_\_\_\_, shall personally and individually, indemnify, save and hold harmless the Jasper County Community Center and Jasper County, Iowa and all of 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 Jasper County, Iowa and or guests, invitees, trespassers or any other persons arising out of or in any way connected with the occupancy or use of the Jasper County Community Center by the undersigned renter and all persons on whose behalf I am acting.

\_\_\_\_\_  
(Renter/Lessee/Responsible Party signature)

\_\_\_\_\_  
(Jasper County Auditor/Staff signature))

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Date given to Maintenance Department \_\_\_\_\_

**RENTAL CONTRACT  
JASPER COUNTY COMMUNITY CENTER**

The following items are to be completed. Cleaning supplies will be provided

- \_\_\_\_\_ WIPE CHAIRS & TABLES OFF
- \_\_\_\_\_ PLACE TABLES & CHAIRS IN THEIR ORIGINAL PLACEMENT
- \_\_\_\_\_ SWEEP FLOOR (INCLUDING KITCHEN & BATHROOMS)
- \_\_\_\_\_ CLEAN UP ALL SPILLS
  
- \_\_\_\_\_ TAKE TRASH TO DUMPSTER
- \_\_\_\_\_ REPLACE TRASH BAGS IN TRASH CANS
- \_\_\_\_\_ TURN SOUND SYSTEM OFF
- \_\_\_\_\_ CLEAN RESTROOMS
- \_\_\_\_\_ TURN OFF LIGHTS
- \_\_\_\_\_ LOCK ALL DOORS

BUILDING LEFT IN ACCEPTABLE OR NOT ACCEPTABLE (Circle one)  
CONDITION DETERMINED BY THE UNDERSIGNED JASPER COUNTY  
REPRESENTATIVE (NORMALLY MAINTENANCE STAFF)

\_\_\_\_\_  
(Signature of person inspecting on behalf of Jasper County) (Date)

Deposit check returned or not returned \_\_\_\_\_  
(Circle one) (Date)

\_\_\_\_\_  
(Signed by Auditor or Auditor's Staff)

Adam Sparks – 641-521-8844

If any special setup is required prior to the rental  
Please fill out and return with contract

MAINTENANCE SERVICE REQUEST  
Community Center rental

DATE: \_\_\_\_\_

DATE & TIME OF RENTAL: \_\_\_\_\_

REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

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