

## **Polk County Community/Senior Center Non-Profit Rental Policy**

- 1) The rental of Polk County Community Senior centers exists to serve the community by providing a facility within the neighborhood for non-profit business meeting rentals at no charge.
- 2) A nonprofit group is defined as civic and service groups, government, religious groups, scout groups and youth organizations. For the purpose of determining a nonprofit status, a tax exempt identification number and/or organization or event budget may be requested at the time the rental reservation is made.
- 3) A business meeting is defined as a meeting lasting no longer than three hours and which does not include food other than beverages. No alcoholic beverages may be served.
- 4) Nonprofit rental hours are as follows:  
5:30 p.m. - 10:00 p.m. - Monday through Thursday  
The Rental times on the contract are the times the building will be open.  
Renters are responsible for all cleaning duties on the post event checklist.
- 5) Rentals will require a \$50 facility deposit. The deposit should be a check or money order made out to "Polk County Treasurer". This will be kept in case of a "no show" or damage to the building.
- 6) Deposits must be received when the contract is signed. No rentals are confirmed until a contract is on file. Recurring rental dates may be arranged on a calendar quarterly basis. A signed contract with damage deposit must be completed 2 weeks prior to the date of the rental or the date will no longer be reserved.
- 7) Staples, nails, tape, pins and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trims, etc. Use of poster gum is allowed. Glitter, confetti and metallic sprinkles are not allowed. Dance powders, talc or any other floor powder may not be applied to the floor. Smoking is not allowed in the Community/Senior Center.
- 8) Equipment located on the premises including computers, pool tables, etc., are not available for use during the rental period.
- 9) A pre-event and post-event checklist will be completed and signed by both the facility attendant and responsible party for all rentals.
- 10) Unless a facility can accommodate multiple usages, rental of the community center will be limited to one rental per day.
- 11) A facility attendant must be on the premises during rental hours. The facility attendant will unlock the facility and make a walk through inspection before and after usage with the responsible party to ensure that the facility is clean and left undamaged. The facility attendant will lock the facility following the event.

- 12) If an inflatable is going to be utilized during the rental, the renter will be required to purchase Private Liability Insurance.
- 13) This policy is part of the non-profit rental contract.

Dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POLK COUNTY COMMUNITY & SENIOR CENTER RENTALS**

**NON-PROFIT RENTAL CONTRACT**

*Monday through Thursday 5:30 p.m. - 10:00 p.m.*

CENTRAL

EAST

NORTH

NORTHWEST

NORWOODVILLE

SOUTH

WESTSIDE

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

RESPONSIBLE PARTY \_\_\_\_\_  
(must be legal age) (name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(city) (state) (zip code)

TELEPHONE NUMBER: Home \_\_\_\_\_ Work \_\_\_\_\_

TYPE OF ACTIVITY: Business Meeting  Non-Profit  Community Meeting

ACTUAL EVENT: Beginning hour: \_\_\_\_\_ Ending hour: \_\_\_\_\_

NUMBER OF PERSONS: \_\_\_\_\_ AREA TO BE USED:

RECURRING RENTAL:  Yes  
 No

- Multipurpose
- Kitchen
- Classroom
- Other \_\_\_\_\_

*OFFICE USE ONLY*

Damage Deposit: \$50.00 \_\_\_\_\_

Date Received: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Date Returned: \_\_\_\_\_ Staff Initials \_\_\_\_\_

I have received the corresponding Polk County Rental Policy : Renter \_\_\_\_\_ Staff \_\_\_\_\_

Assessment of Damages:

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

- A. Renter agrees that the County's determination as to the assessment of the damages caused by Renter's use of the premises shall be final.
- B. Renter authorizes the County 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. Renter agrees that in the event that the organization fails to cancel less than 24 hours in advance; the organization may be charged for staff time which will be deducted from the deposit.
- E. The facility will be left clean, orderly and undamaged. Specific clean up instructions as attached will be followed.
- F. The facility is a smoke free building.
- G. The Polk County Facility Attendant is available to help you locate supplies and to deal with the facility and equipment problems. The Attendant is not responsible for clean-up, conduct of guests or others at the facility during the rental.
- H. Snow and Ice Removal. Polk 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 Polk County.
- I. 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. Charging at the door is prohibited.

Your signature affixed hereto attests that you have read, understand and agree to comply with all restrictions and procedures herein and to follow attached policies and instructions while renting in the Polk County Senior Center noted above and attest that you agree to the following:

I, \_\_\_\_\_, shall indemnify, save and hold harmless the Polk County Senior/Community Center and Polk County, 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 Polk County Senior Centers by the undersigned renter or persons on whose behalf I am acting.

I furthermore have received a copy of the rental policies and have read and agree to the policies.

_____	_____
Renter/Responsible Party	Site Supervisor
_____	_____
Date	Date