

Parks & Recreation Department

P.O. Box 430 - 104 W. Main St.
Le Grand, IA 50142

Ph: (641) 479-2464
Fax: (641) 479-2161
E-mail: clerk@legrand-ia.gov

***Rental Fee must be paid in
Cash or Check Only***

COMMUNITY CENTER RENTAL AGREEMENT 206 North Vine Street, Le Grand IA 50142

RENTAL DATE _____

SESSION: 9:00 A.M. TO 11:00 P.M.

NAME OF ORGANIZATION
OR FUNCTION _____

APPROXIMATE NUMBER OF
PEOPLE TO ATTEND _____

PERSON RESPONSIBLE _____

ADDRESS _____

PHONE _____

- Reservations may be made for the current and following year.
- All reservations shall be made in person at Le Grand City Hall, located at 104 W Main St. (Office hours are listed below).
- Keys to the building must be picked up at City Hall during the hours listed below. Phone 641-479-2464. **ALL KEYS FOR WEEKEND RESERVATIONS MUST BE PICKED UP BY THURSDAY.** Return keys after you lock up by depositing in drop box located next to the front door of City Hall.
- Rental fees covered by this policy shall be **\$125.00 for entire day. Rental fees must be paid in cash or check only.**
- Commercial enterprise rental fees shall be \$150.00 for entire day.
- Rental fees must be paid at time of reservation and **include a \$35.00 nonrefundable deposit. NO RENTAL FEES WILL BE REFUNDED IF CANCELLATION IS MADE LESS THAN FIFTEEN (15) DAYS PRIOR TO RENTAL DATE.**
- Groups using the building are expected to keep it and surrounding area clean at all times. In addition to the rental fee, a key/cleaning/damage deposit of \$75.00 will be required at the time of key pick up. If the facility is left dirty or damaged, the cleaning deposit will be used to clean or repair the facility. If the facility is left clean and in good condition, this deposit will be returned to the depositor. **This must be separate from the rental fee.**
- Renters may not enter before session time (9am) or deposit will be forfeited.**
- Le Grand City Ordinance does not allow any type of alcoholic beverages to be served or consumed on the premises.
- Rental of building includes full use of kitchen. Rental parties must furnish dishtowels and linens.
- The Community Center has 20 tables and approximately 100 chairs. Any needs for tables and chairs beyond this are the renter's responsibility.
- For any emergencies outside of City Hall hours or having to reschedule due to inclement weather, please contact City Hall staff at (641) 750-9372.

PLEASE READ THE ABOVE AGREEMENT. YOUR SIGNATURE SIGNIFIES THAT YOU UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE. INTERPRETERS MUST ALSO SIGN AFTER EXPLAINING TO NON-ENGLISH-SPEAKING RENTERS.

Please consider it a privilege to use this building. The Park and Recreation Board are proud of our facilities and happy to have them available for you. Your cooperation ensures that this facility will be available for others to use in the future.
Americans with Disabilities Act Compliance: Persons requiring special assistance should contact the Le Grand City Hall.

AMOUNT RECEIVED
FOR RENTAL \$ _____

Rental Authority

Signature of Adult in charge

Date

KEY PICK UP:

The key is available to be picked up at City Hall. Office hours are listed below. **ALL KEYS FOR WEEKEND RENTALS MUST BE PICKED UP THE THURSDAY PRIOR TO YOUR RENTAL.**

Date of key pick up: _____

KEY/CLEANING/DAMAGE DEPOSIT RECEIVED: _____ (See #7 above)

Key number: _____

Signature of person picking up key: _____

Please return key by using the drop box located next to the City Hall front door.

City Hall Hours: Mon 7-4:30, Tues 7-4:30, Wed 7-12, Thurs 7-4:30, Fri 8-12