

# 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\***

## MONET CENTER RENTAL AGREEMENT

206 North Vine Street, Le Grand, IA 50142  
(USE NORTH SIDEWALK ENTRANCE)

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 through Le Grand City Hall (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 slot next to the front door at City Hall.
- Rental fees covered by this policy shall be **\$110.00 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.
- Renters may not enter before session time (9am) or deposit will be forfeited.**
- 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.**
- 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.
- In case of tornado warning please break glass in red emergency box, remove key, unlock door and take shelter in the Community Center kitchen or closet area.
- The Monet Center has 10 tables and approximately 50 chairs. Any needs for tables and chairs beyond this are the renter's responsibility.

**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 Library.

AMOUNT RECEIVED  
FOR RENTAL \$ \_\_\_\_\_

\_\_\_\_\_  
Rental Authority

\_\_\_\_\_  
Signature of Adult in charge

\_\_\_\_\_  
Date

**KEY PICK UP:**

The key is available to be picked up at Le Grand City Hall. Office hours are listed below. **ALL KEYS FOR WEEKEND RENTALS ARE TO 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 next to the front door of City Hall.**

**City Hall Hours: Monday- Thursday 7:00 to 4:30**