

CITY OF ELK RUN HEIGHTS
5042 LAFAYETTE ROAD
ELK RUN HEIGHTS, IA 50707
319-232-0020

COMMUNITY ROOM RENTAL FEE AGREEMENT
\$50.00 DEPOSIT CASH OR CREDIT CARD

Deposit refunds will be refunded once a month.

RENTAL FEE: \$75.00 FOR ELK RUN RESIDENTS (MUST PROVIDE ID SHOWING PROOF OF RESIDENCY)
\$125.00 FOR ALL NON-RESIDENTS

**IF IT IS DISCOVERED THAT YOU ARE RENTING THE ROOM FOR A NON-RESIDENT
THE DEPOSIT WILL BE FORTIETED AND YOU WILL NO LONG BE ELIGIBLE TO RENT
THE ROOM IN THE FUTURE**

NAME: _____

ADDRESS: _____

PHONE: _____

RESERVATION DATE: _____

CODE FOR DOOR IS THE LAST FOUR DIGITS OF THE PHONE NUMBER USED AT RESERVATION

- The reserved date is the ONLY date you can have access to the Community Room.
- The hours available on the Reserved Date are: 12:00 a.m. – 11:59 p.m.
- Cancellation Policy: Full refund if cancelled 1 month prior to reservation date, half refund if cancelled 2 weeks prior to reservation date, \$10.00 if canceled one week prior to reservation date, NO refund the week of or if you do not show up on reservation date

COMMUNITY CENTER RULES:

- **NO smoking, vaping, or alcoholic beverages**
- **NO parking lot party, live band, or loud music**
- **NO NAILS, SCREWS, PUSH PINS, TACKS to hang decorations (ANYTHING PUNCTURING A SURFACE!)**
- **NO taping to walls, window frames and painted surfaces**
- **Renters will be held financially responsible for damage to the City property and/or items on the City property**
- **The City of Elk Run Heights is not responsible for lost, stolen, or damaged property**

SIGNATURE: _____ DATE: _____

To be completed by office – Amount Paid \$ _____ Check # _____ Cash: _____ Credit/Debit Card: _____ Initials: _____ Date: _____
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Cleaning Check List

- Remove all decorations and hanging supplies
- Wipe down and put all chairs away
- Wipe down and put all tables away
- Sweep and Swiffer and mop the floors
- The microwave, oven, and refrigerator need to be cleaned inside & out
- Clean out the sink and sink plugs
- Remove the garbage
- Clean the counter and sink in the bathroom
- Sweep and wet Swiffer the and mop bathroom floor
- Remove the garbage from the bathroom
- Please clean up all spills immediately
- Please dispose of ALL garbage from the Community Room to the dumpster across the parking lot by street garage
- Please remove all your belongings from the building upon leaving
- Turn thermostat to 60 degrees
- Turn off the fan and all lights
- Please leave the room in a condition that you would expect to walk into
- Once you are finished make sure the door is locked

THANK YOU!!

- The City Staff do not work weekends. Therefore, the room is cleaned by you for the next day's reservation.
- There are cameras on premises
- **If you do not follow the check list above, then you will NOT be able to reserve the Community Room in the future and will lose your deposit**
- Please leave a message at the office if the room was not cleaned or there was damage done caused by a previous reservation and we will handle the situation the next business day.
Office Phone Number: 319-232-0020

SIGNATURE: _____ DATE: _____

IN CASE OF AN EMERGENCY PLEASE CALL:
TOM LENTZKOW 319-215-5670
JULIE EASTMAN 319-429-8051