

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

**COMMUNITY ROOM RENTAL FEE AGREEMENT  
RENTAL FEE DUE AT TIME OF RESERVATION  
BY CASH, CHECK OR CREDIT CARD**

\$50.00 refunds will be refunded once a month if cleaning was completed.

RENTAL FEE: \$125.00 FOR ELK RUN RESIDENTS (MUST PROVIDE ID SHOWING PROOF OF RESIDENCY)  
\$175.00 FOR ALL NON-RESIDENTS

**IF IT IS DISCOVERED THAT YOU ARE RENTING THE ROOM FOR A NON-RESIDENT  
THE RENTAL FEE 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: \_\_\_\_\_

<b>To be completed by office – Amount Paid \$</b> _____ <b>Check #</b> _____ <b>Cash:</b> _____ <b>Credit/Debit Card:</b> _____ <b>Initials:</b> _____ <b>Date:</b> _____
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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 the floors (should be after you've cleaned and carried your belongings out. If you sweep and then track dirt and such back in, you will not be refunded the cleaning fee.)
- The microwave, oven, and refrigerator need to be cleaned inside & out
- Clean out the sink and sink plugs
- Clean the counter and sink in the bathroom
- Sweep the bathroom floor
- Remove the garbage from the bathroom
- Please clean up all spills immediately, use Swiffer Wet Mop for any spots needing mopped.
- Empty the garbage. 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 (they are viewed after each rental to ensure the cleaning was completed and no damage was done)**
- **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 cleaning refund**
- **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:

DUSTIN KNIGHT 319-269-6666

SARA PITTMAN 319-830-5545