



# City of Mediapolis

## Community Room Rental Agreement

The person signing this agreement and the organization on whose behalf the Facility rental is being made (collectively the “Renter”) are responsible for compliance with this agreement. All Renters are required to read and sign the Community Room Rental Agreement as part of the rental. Please read carefully, fill out all sections, and sign in the signature page at the end of this document.

### Renter Information

\_\_\_\_\_  
Name (18 years or older)

\_\_\_\_\_  
Business

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

### Event Information

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

### Conditions of Use:

1. Facility is not considered rented until renter signs the City of Mediapolis Community Room Rental Agreement, pays the associated fee, and receives a key to the Facility.
2. A person who is at least eighteen (18) years of age must sign this agreement.
3. A Security Deposit of \$50, paid for separately by check or cash, is due prior to receiving keys to the facility. Refundable after the event, provided facility is adequately cleaned and key is returned.
4. The facility shall be used for the purpose stated above in this agreement, no other use will be permitted.
5. Rental shall not use the City of Mediapolis’s name to suggest endorsement or sponsorship of the event without prior written approval of the Mediapolis City Clerk or his/her designee. Renter’s publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.
6. Renter is responsible for picking up the keys to the facility prior to the event. The Renter agrees to return key within 24 hours of Room Rental. If key is not returned, he or she will be charged any costs that might incur to replace and/or re-key the Facility.
7. Under no circumstances shall Renter Sublease or allow any other organization or individual to use the Facility for the period for which Renter has contracted.
8. All activities including cleanup shall conclude no later than midnight (12am) on the date following the reserved date, unless prior written permission has been obtained.

9. The City of Mediapolis may charge an additional amount, of double the regular rental rate, for any event continuing past midnight (12am)
10. Alcoholic Beverages may not be served within the Mediapolis City Hall facility.
11. The Renters guest number may not exceed the allowed number of people in the facility at any time during the event.
12. Renter shall comply with all local, state, and federal laws and regulations.
13. Renter shall not remove, relocate, or take Mediapolis City property outside of the Facility for any reason without the prior written approval.
14. Renter shall be responsible for all cleanup of the Facility at the end of the rental. Renter shall pick up, bag, and remove all trash generated by all activity in any way connected with its use of the Facility, leaving the Facility clean and free of all trash and litter. Renter shall also leave all fixtures, if any, in good working condition. It is the Renter's responsibility to clean and return the Community Room to its original condition for the next party to enjoy.
15. Renter is responsible for any and all damage to the facility and/or its contents during use. In event damage occurs or excessive cleaning is necessary, Renter shall be charged for any and all janitorial and/or repair fees incurred by the City of Mediapolis as a result and these fees shall be billed to Renter.
16. Renter shall report any personal injuries or property damage arising out of, or in any way connected with Renter's use or occupancy of the City of Mediapolis's Community Room, in writing and as soon as practicable.
17. The Renter agrees to the pursuant of the Iowa Smoke Free Air Act, this is a Non-Smoking Facility.
18. If Renter violates any part of this agreement or reports false information to the City of Mediapolis, the City may refuse Renter further use of the Facility.

**The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use. The Owner maintains general liability, fire, and property insurance. However, Owner's insurance policies do not cover or protect against loss of Client's property or damage or injury to Client's guests or their property.**

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

**Payment for room can be by cash or check.**

Amount Paid \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_

Key #: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_



# City of Mediapolis

## Community Room Checklist

It is the Renter's responsibility to clean and return the Community Room to its original condition for the next party to enjoy. Renter may be charged for any additional costs incurred if the key is not returned, the room is damaged or not cleaned, or items are missing.

The following checklist is for your use in cleaning the facility. Cleaning supplies are located under the kitchen sink, bathroom sinks and in the storeroom.

- \_\_\_\_\_ Tables and chairs placed back the way they were found, wiped down and clean.
- \_\_\_\_\_ All decorations used are removed.
- \_\_\_\_\_ All kitchen equipment used is cleaned and placed where found.
- \_\_\_\_\_ Kitchen counters and sink have been cleaned and wiped down.
- \_\_\_\_\_ Remove all supplies from the refrigerator.
- \_\_\_\_\_ Stove, oven, microwave and coffee pots are off and cleaned.  
\*Clean coffee pots in storeroom sink\*.
- \_\_\_\_\_ Bathrooms are left in orderly fashion.
- \_\_\_\_\_ Trash removed from all areas and placed in dumpster behind City Hall.  
\*Trash bags are located in the storeroom\*.
- \_\_\_\_\_ All hard surface floors swept and mopped.
- \_\_\_\_\_ Carpet has been vacuumed.
- \_\_\_\_\_ Return thermostat to original setting.
- \_\_\_\_\_ All interior lights have been turned off.
- \_\_\_\_\_ Front and Back doors are locked.
- \_\_\_\_\_ Slide the key and allen wrench in the through clerk office window before leaving the hall.

Thank you for leaving it in good, clean condition for the next reservation. If you have any concerns or notice any problems with the Community Room, please let us know by e-mailing [mepocity@mepotelco.net](mailto:mepocity@mepotelco.net).