

KISSINGER COMMUNITY CENTER

RENTAL AGREEMENT

608 Main St, Merrill, IA 51038

712-938-2514

cityofmerrill@mtcnet.net

www.merrilliowa.org



Office Use Only

Deposit Paid: _____

Balance Paid: _____

Refund Deposit: YES / NO
If NO please explain:

Name: _____ Date of Event: _____

Mailing Address: _____ Type of Event: _____

City: _____ ST: _____ Zip: _____ Start Time: _____ End Time: _____

Phone: _____ Total Hours: _____ (Sport Events Only) Rate: _____

E-mail: _____ Event Deposit: _____ (Due at time of application)

Contact Name: _____ Balance Due: _____ Due Date: _____

FACILITY RENTAL
\$100 DEPOSIT

Is In addition to fees below. All Fees due at time of application

Ball Room (8a-10p)	\$300
Gym (8a-8p)	\$100
Kitchen (Add-on only)	\$40

GYM RENTAL SPORTING EVENTS
\$50 DEPOSIT & FEES

All Fees Due at time of application

Gym - (Hourly) 2hr. Min.	\$40/\$20
<i>\$40 (2hrs) / \$20 Ea. additional hour</i>	

TERMS

- Balance due at the time of application. City Hall reserves the right to withdraw any reservation not paid in full. Fees are fully refundable within 30 days of event.
- Only the specified area rented is to be used.
- The City of Merrill is not responsible for damages to any personal items, theft or loss.
- **Alcoholic beverages provided by The American Legion ONLY! Absolutely no outside alcoholic beverages allowed in the facility!**
Please contact The American Legion to schedule your bar event (Steve: 712-540-4602)
Payment for bar event should be made payable to the American Legion.
- No smoking allowed.
- No weapons or fire arms allowed in the building or on city grounds.
- The City of Merrill reserves the right to enter the facility at any time during its use.
- The use of bicycles, motor or manual powered toy cars, tractors, roller blades/skates or skate boards are prohibited inside the facility.

CLEANING REQUIREMENTS

- All food, beverages, decorations, and supplies must be cleaned up and room left in good order.
- All trash must be taken outside to trash dumpster.
- Renter are responsible for setting up and taking down tables and chairs.
- Kitchen must be left as it was found. Please wipe down countertops and sink and empty trash bins. Utensils/Pans NOT available for use. Please bring your own supplies.

DAMAGES

- Charges will be assessed for the cost of restoring area to its original status
- Charges are assessed above normal wear and tear which is determined by facility manager.
- Charges will include, but not limited to labor and material costs for repairs, replacements, storage fees, dump fees, photos and administrative charges.

REFUNDS:

- The City of Merrill agrees to refund any money due to the renter, subject to the above mentioned terms and conditions, to their last known address within 30 days.

BY SIGNING BELOW YOU AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT

RENTER SIGNATURE

DATE