

**Boyd Building Rental Agreement
Shell Rock, Iowa**

PAID _____ KEY _____

DATE OF FUNCTION _____

NAME _____ PHONE _____

ADDRESS _____

AREA TO BE USED: AUDITORIUM _____ KITCHEN _____

Payment will be due before or on the day keys are checked out.
Please have two separate checks made out to the City of Shell Rock for Rental Fee & Deposit.
Deposit amount is \$100.00.
Rental Fee is \$100.00 for Auditorium and an additional \$50.00 for the Kitchen.

Keys are to be picked up Monday - Friday 8:00 AM - 4:00 PM

I understand and agree to the following rules:

I must be 21 years of age or older to sign this agreement and receive keys.

I am expected to leave the building in the same condition I found it. If any damage is done to any part of the building, its equipment or any facility thereof; it shall be paid for by the individual or organization making use of the building.

There will be NO controlled substances on the premises at any time.
There will be NO smoking on the premises at any time.

Alcohol maybe served. (canned / bottled beer, wine, wine coolers or champagne) There will be no kegs.
Minors will not be served alcohol. All people will provide picture ID if asked.
Alcohol must be kept inside the building. Alcohol may not be sold at any time without a valid license.

Painter's tape is the only allowed method of putting up decorations.
NO TAPE on floor (even Painter's tape) It peels the wax off of the floor.

**FAILURE TO RETURN THE KEYS WILL RESULT IN THE FORFEIT OF DEPOSIT
OR CHARGE OF RENTAL FEES FOR ANY FUTURE USE FOR FREE USERS.**

SIGNATURE _____ DATE _____

BOYD BUILDING RENTAL CHECK LIST

KITCHEN CHECK LIST

- Notice: we don't provide dish soap for hand washing dishes.

- Dishwasher power button off
- Stove Tops and Ovens off
- Coffee Maker off
- Everything removed from the refrigerator
- Everything removed from the freezer
- Counters wiped clean
- All dishes, roasters, etc. put away where they are stored
- Make sure windows are closed
- Towels that are used must be washed and returned to kitchen or left in sink
- All garbage taken to dumpster behind the building
- Wipe up spills on floor
- Check that you have all your personal items
- Lights are off

AUDITORIUM CHECK LIST

- Notice: NO TAPE on floor (even Painter's tape) It peels the wax off of the floor.

- All decorations removed
- Tables and chairs wiped down
- Remove any tape from tables, wood, and glass
- Put away tables and chairs – unless you paid for set up
- All fans off
- Sound system off
- All garbage taken to dumpster behind the building
- Wipe up spills on floor
- Check that you have all your personal items
- Lights off
- Doors locked (pull on doors to make sure)
- Put keys in overnight drop box or return to City Hall

The security deposit will be held until maintenance personnel report there is no damage to the building and that the checklists have been properly completed.

Comments: _____

Please list any equipment that is not in working order or any item that gets broken:

Table Set Up

Renters are welcome to set up and tear down their own tables and chairs.

Setting up and tear down of tables and chairs by City Maintenance Personnel can be arranged for a fee. City Maintenance Personnel will need to be contacted one week in advance and provided with a detailed diagram of table and chair arrangements.

1-4 Tables with chairs \$10.00

5-8 Tables with chairs \$20.00

9+ Tables with chairs \$30.00

Stage Setup \$10.00

How to unlock the front door:

Insert key and turn in clockwise motion. While holding this position pull the door open. With door open and key still in the clockwise position, push down on the security bar located on the backside of the door. While holding the security bar down turn the key clockwise and remove key then release the security bar.

How to lock the front door:

Insert key and turn in clockwise motion. Release key and remove. Please pull on the door to confirm that it is locked.

Questions:

During business hours questions can be directed to City Hall at 319-885-6555

After hours assistance call Dave Green at 319-493-4043

WIFI

Network: NETGEAR07

Password: vasttree627