



City Park Shelter House Rental
For Staff Use
Damage Deposit Destroyed:

Building Rental Agreement

Facility: City Park Shelter House

Phone: 712-476-5707

Event Date: _____

Time: _____

1. Parties: The parties to this agreement are the City Park Shelter House, City of Rock Valley, Iowa, and Lessee.
2. Security Deposit: A deposit of \$100.00 is due at the time of reservation. Payment must be made with a credit card. The Security Deposit is refundable assuming no damage is done to the building or property during the period the facility is rented, ALL cleaning responsibilities are complete and rules are upheld. In the event damage is done to the building or property, the security deposit will not be refunded, and the Lessee is responsible for any costs necessary to repair said building or property in excess of \$100.00. The credit card on file will be charged for incidentals.
3. Rent: The \$300.00 rental is due at the time of reservation. Failure to pay the total amount of the rental entitles the City of Rock Valley to suspend/terminate said rental.
 - a. Amenities:
 - i. Rectangle tables and chairs for 80 individuals
 - ii. Sink, Refrigerator, Tables for Serving, Bathrooms
 - iii. Heated for winter, air conditioned for summer
 - b. Clean Up:
 - i. Cleaning supplies are provided in order to ensure the facility is cleaned by the Lessee upon leaving the event. Cleaning supplies provided are: Broom, dustpan, mop, mop bucket, trash bags, paper towels, toilet paper, antibacterial cleaning wipes and dish soap. Cleaning cloths are not provided.
4. Subject of this agreement: The City of Rock Valley agrees to allow Lessee to rent the shelter house for the selected for the hour(s)/day(s) in the amounts indicated on the attached invoice. Lessee agrees to be responsible for setting up and taking down and decorating as Lessee desires. (Prices include tax).
 - a. Rental instructions and guidelines are attached to this rental agreement for the Lessee’s review. By signing this rental agreement, the Lessee agrees to complete the Rental Instructions & Guidelines as requested or posted in the facility or the Lessee forfeits their refundable damage deposit and/or any additional expense for the time in which the City of Rock Valley designated custodial staff needs to clean the facility.
5. Assumption of Risks/Waiver: Proper supervision - Lessee for itself and for each of its members and other persons who will use the facility under or through Lessee, hereby accepts and assumes all risks of accidents of damage and of injury to Lessee or to persons using under or through it and waives any claim against the City of Rock Valley. Lessee for itself and for all of its members and persons using the rented facility hereby releases and agrees to hold harmless the City of Rock Valley and persons using the facility under and through Lessee. Lessee further agrees to indemnify, defend, and hold the City of Rock Valley, its officers, employees, and agents harmless from any and all liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises. **LESSEE HAS READ THIS PARAGRAPH AND FULLY UNDERSTANDS LESSEE IS WAIVING ANY RIGHT HE/SHE MAY HAVE TO BRING A LEGAL ACTION AGAINST THE CITY.**
6. Cancellation: Lessee agrees to give the City of Rock Valley adequate time for cancelling a rental. If no notice is given or there is a no show, the City of Rock Valley will not refund the Security Deposit and Rental Fees. An adequate amount of time for cancelling a reservation will be seven (7) days or at the City of Rock Valley’s discretion.

City of Rock Valley - City Park Shelter House Agreement

Lessee’s Signature: _____ Lessee’s Printed Name: _____

Phone Number: _____ Name of Business, Organization or Event: _____