

**HARPERS FERRY COMMUNITY CENTER
CSD DEPOSIT & RENTAL FEES**

DEPOSIT:

Everyone must provide a Custodial/Security/Damage deposit. The CSD deposit will be returned in full when all three conditions are met.

1. "C" –The entire center is picked up and cleaned to the best of your ability according to the check off sheet.
2. "S" – After the center has been locked, the key(s) are returned to City Hall.
3. "D" – There is no building/fixture damage that occurred during usage.

\$100.00 CSD deposit will be provided by everyone. The deposit will be returned after the center has been inspected for damage and cleanliness. Deposit will be either returned in person or by mail as appropriate. If there should be damage, the costs will come out of the deposit. If damage is over the CSD deposit, the user will be held liable for the costs of all repairs.

RENTAL FEES:

\$75.00/day – Parties, Wedding/Anniversary Dances, & Other Events.
Harpers Ferry Non-Profit Organizations – deposit and rental fees waived.

LEASE AGREEMENT

The person signing this agreement will accept responsibility for the group or organization using the Community Center facilities and contents at the date and time stated herein. The person signing agrees to indemnify and hold the City harmless from any liability arising from the conduct of the guest in connection with the leasing of this property.

The user agrees to report to the City Clerk's office any damages to the contents or facilities which may occur during use and to report any other problems concerning this agreement as soon as possible after the use of the facilities. The user shall be fully responsible for damages or extra cleaning cost which are caused by the group or organization.

The City is not responsible for things brought into or left in the building.

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1. Name: _____
 2. Purpose of Event: _____
 3. Date of Event: _____

CSD Deposit: \$100.00	Cash/Check# _____	Date Received _____	Returned _____
Rent Fee: \$75.00	Cash/Check# _____	Date Received _____	Returned _____

Custody of Key: _____ Date Returned: _____

The user has received a copy of the rules and regulations and understands them.

Signature

Date

Address

Phone

City State Zip

Please return form and payments to:
City of Harpers Ferry
PO Box 250
Harpers Ferry, IA 52146

HARPERS FERRY COMMUNITY CENTER RULES & CHECKLIST

We are pleased that you are choosing to use the Harpers Ferry Community Center! We need you to help us keep this space clean and damage free.

The following checklist **MUST** be filled out completely and returned to City Hall to receive your deposit back.

Upon entering the center, inspect the premises throughout:

Yes No Did you find the center to be clean and/or picked up?

Yes No Was there any damage in the main area, kitchen, or bathrooms?

If “Yes” to one or both questions, contact city hall during business hours or a city official.

City Hall M – F, 8-4 pm (563) 586-2777 Maintenance (563) 329-1319

RULES

- Renters of the facility should provide their own security and/or police their own activities.
 - Beer, wine, wine coolers, etc are allowed, but cannot be sold by individuals.
 - No open alcoholic containers are allowed off the premises.
 - If alcoholic beverages are served, the celebration must end by 1 a.m.
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Upon leaving the center, please check each item when completed:

- The floor is swept clean and mopped.** (Mop and bucket are in closet by the back door, cleaner on the top shelf. Mop bucket is filled at kitchen sink using sprayer hose.)
- Tables and chairs are wiped clean, dried, and put away.
- The refrigerator is clean, emptied of your items, refrigerator shelves wiped clean.
- Stove burners are wiped clean, oven is wiped clean.
- All dishes washed, dried, and put away in cabinets.
- The dishwasher turned off, emptied, and the food trap is cleaned.
- Take home, laundry, and return all towels/washcloths used during your event.
- All trash is collected and put in dumpster. (Located at City Shop)
- Both bathrooms and hallways are swept and mopped, and garbage emptied.
- The bathroom lights are turned off.
- The furnace turned down to 60° and the air conditioner turned off.
- All interior lights are turned off.
- All outside doors are locked.
- All supplies/items brought in for the event are taken with you.
- All areas, including the main room, kitchen and bathroom are checked for any damage.

****If damage is discovered, please notify City Hall****

Please return this form to City Hall with the key. We thank you for your cooperation and would appreciate any comments or questions you have by noting below.

Signature

Date