



## Community Center RENTAL INFORMATION

The University Heights Community Center, 1302 Melrose Avenue, opened in January of 2017. It is a publicly funded community space. As such, members of our greater community are invited to make use of this space for meetings and events, with **maximum of 50 attendees**, as City schedules allow. The Community Center is handicapped accessible and features large, clean restrooms, a kitchenette and reception/ meeting space. Other amenities include 8 tables, 50 chairs, and a sound system that will accommodate a variety of digital devices. Microphones and a digital projector and screen are also available for presentations. Computer is not provided.

The Community Center is available for rentals daily as indicated in the rental fee schedule below. All activities related to the rental event (e.g., set up, tear down) must be completed during the rented period of time. The applicant, guests and all staff must exit the building and by the time indicated.

Limited parking is available behind the community center. We ask that all renters and their guests are respectful of the other residential and commercial neighbors. For larger groups it is advisable to have guests park in diagonal spaces on Marietta Ave. or on legal street spaces on neighboring streets. SEE ATTACHED MAP

Rental event reservations can be made up to 6 months in advance. Reservations by the same group or individuals shall be limited to twice per month. Exceptions may be made at City Council's discretion.

<p><b>WEEKDAY Rental Fee Schedule</b> (Monday through Thursday) 9:00 AM to 9:00 PM 2 hour interval blocks of time minimum cost: resident: \$30 non--resident: \$50 non--profits: \$30 Additional time up to maximum 7 hours total resident: \$15/hr non--resident: \$25/hr non--profits: \$15/hr</p>	<p><b>WEEKEND Rental Fee Schedule</b> (Friday, Saturday, Sunday &amp; Holidays) 9:00 AM to 9:00 PM 2 hour interval blocks of time minimum cost: resident: \$50 non--resident: \$75 non--profits: \$50 Additional time up to maximum 7 hours total resident: \$25/hr non--resident: \$35/hr non--profits: \$25/hr</p>
<p>Refundable Damage Deposit: \$100</p>	

The Community Center is NOT available on UI football home game days or day of Kinnick stadium events.

### RENTAL AGREEMENT ON FOLLOWING PAGES



# RENTAL AGREEMENT

The City of University Heights (hereinafter "City") hereby grants \_\_\_\_\_ (hereinafter "Renter") permission to use the Community Center (hereinafter "Facility"), subject to the terms and conditions of this Rental Agreement, and the Rental Information, attached hereto and incorporated herein.

**Purpose of Use and Equipment needed:**

Purpose of Meeting:

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Estimated number of guests:

List a number

Food

WILL BE SERVED

WILL NOT BE SERVED

circle one

Caterer

WILL BE USED

WILL NOT BE USED

circle one

Please note it is the renter's responsibility to set up the room and return tables and chairs to storage configuration after the event.

Number of tables needed:

--

Eight tables available

Number of chairs needed

--

50 chairs are available

Audio Visual needs (See Rental Information for available equipment)

Projectors / cables

Sound / microphones

Circle needed

**Rental Term:**

The rental shall commence on \_\_\_\_\_ [date] at \_\_\_\_\_ [time] and shall terminate at \_\_\_\_\_ [time] (hereinafter "Rental Term").

*It is the renter's responsibility to set up the room and return tables and chairs to storage configuration after the event. All set up and tear down must occur during the Rental Term. The Renter shall be responsible for closing up the Facility upon termination of the Rental Term, and locking the facility doors.*

All guests and support personnel (including catering staff) must exit the building and grounds by the end of the Rental Term, but no later than 9 PM.

**Payment of Rental Fees. Deposits:**

Renter shall pay the rental fee and deposit at the time the reservation is made, in the amounts set forth in the attached Rental Information.



# Final Cleanup Checklist

This checklist is to be completed before exiting the Community Center the night of the event. The Community Center must be left in the same condition it was in prior to the event. Cleanup must be complete **prior** to the “end time” shown on the Rental Permit Application. In no case shall anyone remain on the premises past their “end time.”

Failure to timely complete this checklist will result in a reduction in the rental deposit at a rate of \$25 per every 15 minute increment of time spent completing outstanding cleanup items.

	Wipe chairs and tables.
	Stack chairs in racks in increments of 30 chairs per stack.
	Windex (spray bottle) any smudges or handprints on the doors/windows.
	Sweep and/or vacuum floors for dust or debris created from the event.
	Wet mop any soiled flooring, including the entryway, bathroom & hallways.
	Pick up any and all trash from the event and dispose it in the dumpster.
	Kitchen must be cleaned (mopped, sanitized, refrigerator/freezer emptied & trash removed).
	Bathrooms must be cleaned and trash taken to the dumpster.
	Removal and proper disposal of all decorations, including any tape.
	Removal of any and all special equipment brought on site.
	All lights and AV equipment must be turned off
	All doors must be closed including door between Community Center and bathrooms

I HAVE CAREFULLY READ AND UNDERSTOOD THIS DOCUMENT AND AGREE TO ALL THE TERMS CONTAINED HEREIN, INCLUDING CONDITIONS OF USE ON THE FOLLOWING PAGES.

I AM SIGNING THIS DOCUMENT FREELY AND WITHOUT RESERVATION OR CONDITION.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Print Name

cell phone number

This form needs to be returned to:

**University Heights City Clerk  
1302 Melrose Ave.  
Univeristy Heights, IA 52246**

Clerk may be contacted at [city-clerk@university-heights.org](mailto:city-clerk@university-heights.org)

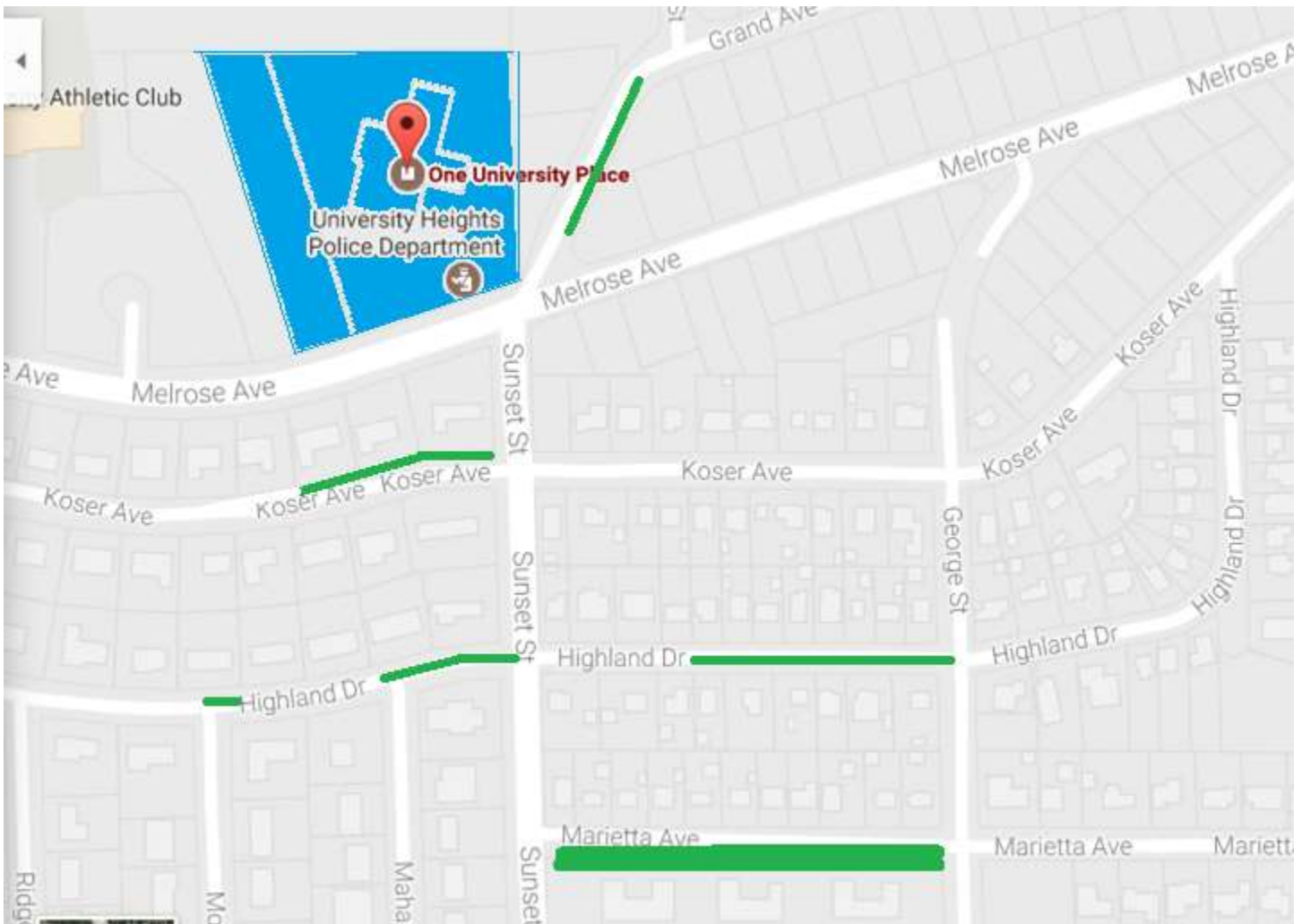
## **Conditions of Use:**

1. **RENTAL TIME:** You, the “Renter”, will be responsible for paying the rental fee listed above from the “start time” to the “end time” listed on your Rental Application, regardless of whether you stay at the Community Center the entire time. No persons are allowed on the premises prior to or after the “start time” and “end time,” so you must factor in your set---up and clean---up time when completing the application. All decorations, special equipment, rental furniture, etc. shall be removed from the Community Center by the “end time.”
2. **RESERVATION CONFIRMATION:** The Community Center is not considered reserved until the City has received: A) a complete Rental Facility Application; B) the full damage deposit,
3. **RENTAL FEE DUE:** Rental fees must be paid no less than 10 days prior to the event.
4. **APPLICANT AGE:** Applicants must be 18 years or older.
5. **ANIMALS:** No animals are permitted inside Community Center except for service guide dogs.
6. **OUTDOOR MUSIC:** No amplified music is permitted outside the Community Center.
7. **OUTDOOR FURNITURE:** No City---owned furniture may be moved outside.
8. **PROPERTY DAMAGE:** The Renter is responsible to pay for all property damage to the Community Center resulting directly or indirectly from the conduct of any group member or invitees, including catering staff. Children must be supervised at all times.
9. **SALE OF GOODS:** No items or services may be sold unless it is a City sponsored event.
10. **SET---UP, DECORATIONS:** Freestanding decorations are permitted. Use of the following items is strictly prohibited: tape on the walls, suction cups on the windows, candles (unless as part of a floating candle---water arrangement), Chinese lanterns, tacks, nails, and staples, rice, birdseed, glitter, silly string, and real rose pedals. Evidence that any of these items have been used may result in a deduction from the rental deposit. All decorations must be removed from the Community Center upon completion of the event.
11. **CLEAN---UP:** A detailed cleaning checklist is attached hereto. The Community Center must be left in the same condition it was found prior to the event. All cleaning must be complete **prior** to the “end time” listed on your Rental Application. You may clean the Community Center yourself or opt to hire a cleaning service. Hiring a cleaning service does not relieve the Renter from responsibility or liability for the facilities.
12. **RENTAL DEPOSIT: Use and Refund conditions:**
  - a. A damage deposit shall be required for each event in the amount set forth above. The Renter shall be personally responsible for any and all damages, including those damages not covered by the damage deposit, caused by the rental permit holder or any guests or agents, all in accordance with this Rental Agreement.
  - b. Where the Renter has timely left the premises in a damage---free, clean condition, City shall return the full deposit to the Renter within 30 days after the event.
  - c. Where the Renter fails to complete the Final Checklist, the City reserves the right to retain all or a portion of the deposit to cover its costs in cleaning the facility to its satisfaction. The City shall refund any remaining deposit to Renter within 30 days after the event, along with a detailed accounting of the amounts deducted from the deposit. Where the cost to repair, replace, or clean the Community Center, equipment or other property lost or damaged during the event is greater than the deposit, the Renter shall be responsible for paying the excess costs.
  - d. In the event that the Renter fails to clean and exit the facility prior to the end time listed on the Rental Permit Application, the Renter will be charged \$25 for increments of 10 minutes, which shall be deducted from the rental deposit.
13. **CANCELLATION POLICY:** Cancellations should be made at the earliest possible date. The deposit will be forfeited if a rental is cancelled within 30 days of the event date. The deposit and rental fees will be forfeited if a rental is cancelled within 7 days of the event date. In the event of unforeseen circumstances beyond the City’s control, the City reserves the right to reschedule and/or cancel the Community Center reservation. All deposits and payment made will be refunded in full to the applicant.
14. **MAXIMUM ATTENDANCE:** The maximum capacity for events is 50 persons. In the event that the City or its designee believes that these maximum capacities have been exceeded, the Renter shall assist the City in enforcing this limitation. Renter shall be responsible for all guests on the premises.
15. **EMERGENCY ACTIONS: IN CASE OF FIRE.** Direct your guests to leave the Community Center immediately using any of the marked emergency exits. **IN CASE OF TORNADO.** During inclement weather, the Renter is responsible for monitoring storm developments and tornado warnings. In the event of a tornado warning, direct guests to exit the Community Center down to the lower level parking for shelter or seek shelter in the interior of the bathrooms.



# UNIVERSITY HEIGHTS COMMUNITY CENTER

LIMITED PARKING at Community Center.  
Nearby legal parking spaces shown below in **GREEN**



Legal on street parking available on N. Sunset, Koser and Highland.

There are 35 diagonal parking spaces on Marietta Ave.