

# EARLHAM COMMUNITY CENTER RENTAL AGREEMENT

Office Use Only  
Date paid: \_\_\_\_\_ Amount: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Proof of Insurance Provided: \_\_\_\_\_  
Photo ID Copied: \_\_\_\_\_ by: \_\_\_\_\_  
Deposit Returned/Processed: \_\_\_\_\_

This Rental Agreement, hereinafter referred to as "Agreement" is entered into by the City of Earlham, hereinafter referred to as "City" and \_\_\_\_\_, hereinafter referred to as "Renter".  
Individual or Business Executing Agreement

The purpose of this rental is for \_\_\_\_\_ hereinafter referred to as "Function".  
Ex: Reunion, Luncheon, Wedding, Seminar

## RENTER & FUNCTION INFORMATION

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State County(required)

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

## PROVISIONS & TERMS

Date(s) Rented: \_\_\_\_\_

Please indicate rooms and hours rented (see attached Fee Schedule and Facility Description):

\_\_\_\_ GREAT ROOM                      \_\_\_\_\_ N ½ GREAT ROOM                      \_\_\_\_\_ S ½ GREAT ROOM  
\_\_\_\_ 10am – 2am                      \_\_\_\_\_ 10am – 2am                      \_\_\_\_\_ 10am – 2am  
\_\_\_\_ MEETING ROOM : From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_ 3-DAY PACKAGE (Friday – Sunday 10am - 2pm)

Alcohol Served? \_\_\_\_ Yes \_\_\_\_ No                      Alcohol Sold? \_\_\_\_ Yes \_\_\_\_ No

### Legal Authority

This Agreement is entered into by the City and the Renter, and this Agreement is subject to the Fee Schedule and Rules and Regulations (attached herein) for the Earlham Community Center located at 150 E 1<sup>st</sup> Street, Earlham, Iowa 50072. Notices and correspondence to the Earlham Community Center should be sent to City of Earlham, PO Box 518, Earlham, Iowa 50072, (515) 758-2281.

#### I. Purpose

The purpose of this Agreement is to delineate the responsibilities of the City and the Renter as it pertains to the Function being held at the Earlham Community Center.

#### II. Distribution of Responsibility

##### A. The City agrees to:

1. Schedule the rental of the different rooms at the Earlham Community Center.
2. Ensure that proper maintenance is done and that the building is in condition to be rented.

##### B. The Renter agrees to:

1. Pay full rental fee at the time of RESERVATION.
2. Provide proof of insurance not less than 30 days prior to the Function. Examples of acceptable proof of insurance: Homeowner's Certificate or Commercial Business Liability Certificate.
3. Pay the deposit of \$600.00 (\$800.00 for the 3-Day Package) when the key is picked up during regular business hours of City Hall.
4. Provide a current government issued photo I.D. at the time the key is picked up.
5. Follow the Rules and Regulations attached as a part of the Agreement.

Initial: \_\_\_\_\_

REVISED 5/28/2026



**EARLHAM COMMUNITY CENTER  
RATE SCHEDULE & FACILITY DESCRIPTION**

In order to reserve and hold an area (room) of the Earlham Community Center for a certain date and time, the full rental for that period must be paid in advance to City Hall. Rental fee is applied to each day an area is reserved. The facility is not considered reserved without payment and execution of the Rental Agreements and may be rented to another person(s).

Cancellation of reservation may be made with a full refund provided it is canceled with at least and not less than 120 days written notice. Fifty percent (50%) of fees will be forfeited if reservations are canceled with less than 90 days written notice. No refund, if canceled less than 60 days written notice. No refund for canceled Children's Events.

Refundable \$600.00 (\$800.00 for the 3-Day Package) damage deposit is due for all functions at the time of key pick-up. See Rental Agreement for the handling of damage deposits and fees associated with rental.

GREAT ROOM rental time is from 10:00 am to 2:00 am the following day. Events must end by 2:00 am and the facility must be cleaned and vacated (including ALL personal items) by 5:00 am, when the custodian arrives. The City and custodian shall not be responsible for any personal items left at the Earlham Community Center.

**Rate Schedule:**

GREAT ROOM	\$500.00	
½ GREAT ROOM	\$300.00	
MEETING ROOM	\$100.00	
CHILDREN'S EVENT	\$100.00	(14 and Under) NOT to be booked more than 30 days in advance
3- DAY PACKAGE	\$1,200.00	(Friday – Sunday 10am - 2pm) Deposit \$800.00

**Pricing Exception for:**

Local Civic Organizations, such as Boy Scouts, Girl Scouts, 4-H, etc. NO CHARGE

*\*Local Civic Organizations, including churches, may not reserve the building in advance more than once per quarter. Reservations to be requested prior to event and authorized by the Board of Directors.*

**Surcharge for All Functions serving or selling Alcohol** \$100.00

For any Function selling alcohol, proof of Dram Shop Insurance is required along with the surcharge, and both are required at the time the key is picked up.

**For Emergencies:**

- FIRE/RESCUE 911
- SHERIFF (515) 462-3575

**EARLHAM COMMUNITY CENTER**

Physical Address: 150 East First Street, Earlham, Iowa

Phone Number: (515) 758-2590

## EARLHAM COMMUNITY CENTER RULES AND REGULATIONS

The following rules have been adopted by the Community Center Board to facilitate the use and operation of the Earlham Community Center, ensuring the greatest number of people may enjoy and benefit from its use.

**Conduct:** Persons using the Earlham Community Center shall conduct themselves in such a manner as to avoid annoying others or damaging the building, its fixtures, or its equipment. Serving food or beverage from the hallway is prohibited. Please respect the 'No Smoking' signs.

**Damage:** These facilities are for the benefit of everyone. Any damages to the building or equipment shall be repaired or replaced at the expense of the Renter reserving the Earlham Community Center during the time which the damage occurred. No equipment is to be removed from the building, including tables and chairs.

**Alcoholic Beverages:** There is a \$100.00 non-refundable surcharge on all Functions where alcohol is served and/or sold. Payment of the surcharge is due at the time of reservations along with the full rental fee and subject to the following conditions:

1. All alcohol consumption must occur within the building.
2. Private Parties: No license required.
3. Cash Bars:
  - a. License required and must be displayed on the premises during the Function.
  - b. Proof of Dram Shop Insurance required at the time reservation is made.
  - c. Alcoholic beverages will not be made available to any person under the age of twenty-one (21) under any circumstances while on the premises of the Earlham Community Center. Premise includes **building interior, exterior, parking lots, grounds, and entrances into.**

PLEASE NOTE THAT THE ABOVE REQUIREMENTS ARE IN ACCORDANCE WITH THE IOWA STATE  
LIQUOR LAWS.

**Housekeeping:** Tenants shall not affix or apply tape, hanging strips, adhesives, or any similar materials to walls, windows, or other surfaces. Magnets with hooks are provided and must be used for any decorating or hanging purposes. Tenants agree to complete the cleaning checklist set forth in Exhibit A prior to vacating the premises.

**Kitchen Use:** When more than one Function has space reserved in the building on the same day, the kitchen must be shared. Each group is responsible for cleaning their own section. As there are two (2) of each appliance, each group is allowed the use of one (1) appliance. The Congregate Meal Site has rented the kitchen and meeting room weekdays from 10:00 am to 2:30 pm. If renting the Great Room during these times, it will be necessary to share the kitchen. Anyone in the kitchen during the Congregate Meal Site food preparation will be required to wear a hairnet which will be provided.

**Thermostats:** Should be set at 72 degrees when the facility is in use. Please return the thermostat to 65 degrees during the heating season or 80 degrees during the cooling season when leaving the building.

**Reservations:** Reservations will be accepted up to two (2) years in advance of the event. Rental fees must be paid and signed Agreement received at the time the reservation is made in order to guarantee the date(s). Should the fee and signed Agreement not be provided within seven (7) days of the original request, the date(s) requested will be placed as open on the schedule.

**Noise:** Tenants shall not cause or allow any unreasonably loud noise or activity in or on the Premises that might disturb the rights, comforts, and conveniences of other persons within 50 or more feet of the property line of this facility past the hour of *12:00 a.m.* Violations of this policy will be considered a breach of this Agreement and may

result in any actions deemed necessary by the City Officials, including but not limited to, law enforcement measures. Please see the City of Earlham Code 40.06 NOISE PROHIBITIONS for further definitions.

**Other Procedures:** Local civic organizations may use the small meeting room for non-fundraising events at no charge. However, all the same rules and regulations apply for care and maintenance of the facility as apply to paying Renters. These groups must have prior approval of the reservation clerk at City Hall, and authorization by the Board of Directors by the normal reservations procedure as to avoid any scheduling conflicts with paying Renters.

**Advanced reservations for the Great Room made by local to Earlham civic organizations, including churches,** however, are limited to once per calendar quarter.

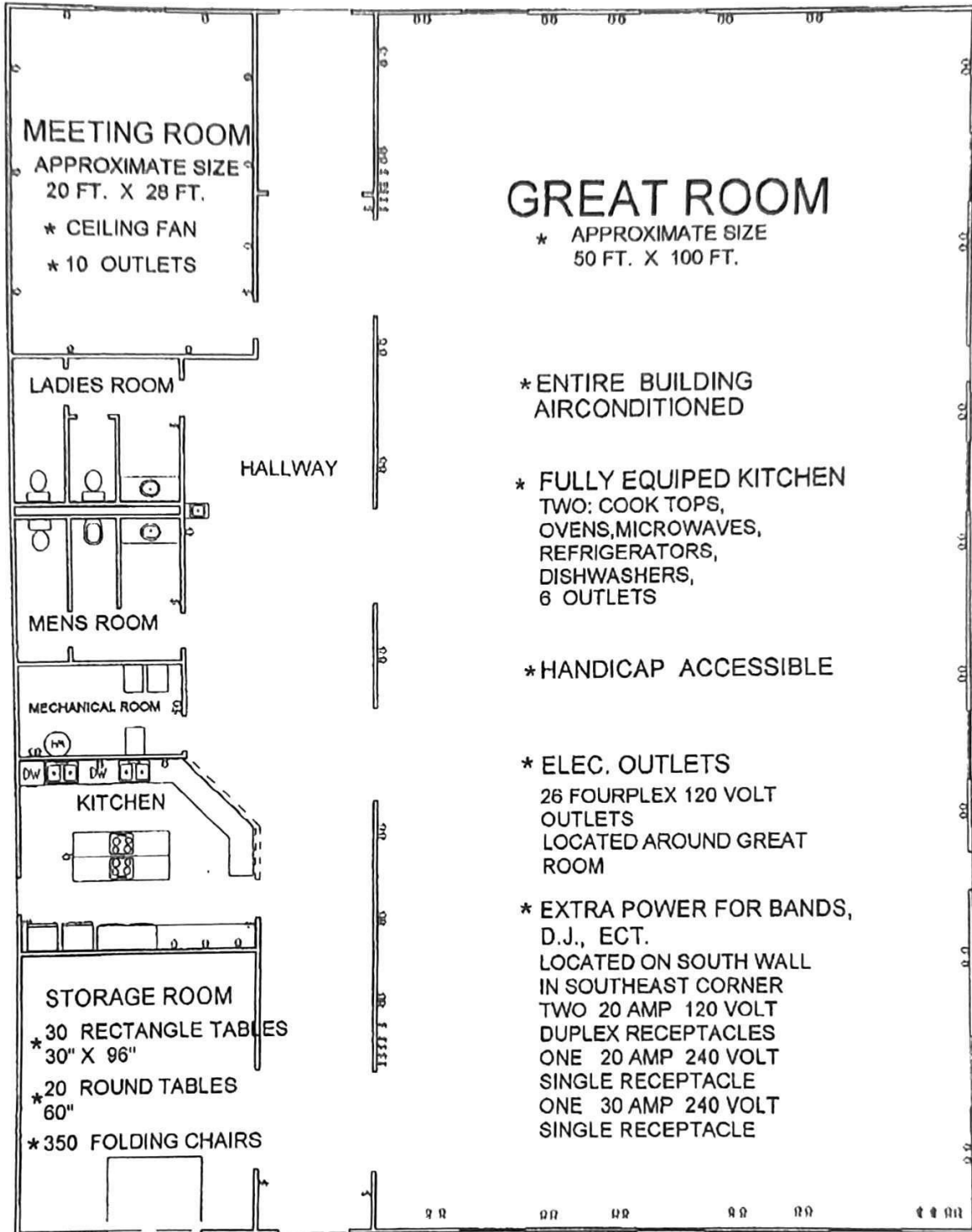
**Tenants' Responsibilities:** Tenants shall be responsible for the enforcement of these rules and regulations in addition to the return of the key to the reservation clerk at City Hall.

Failure to comply with these rules may be cause for any individual or group to become ineligible for future use of the facility. In this case, future reservations could only be made with the approval of the Board of Directors.

# EARLHAM COMMUNITY CENTER

150 EAST MAIN  
EARLHAM, IA. 50072

A NORTH



**MEETING ROOM**  
APPROXIMATE SIZE  
20 FT. X 28 FT.  
\* CEILING FAN  
\* 10 OUTLETS

LADIES ROOM

HALLWAY

MENS ROOM

MECHANICAL ROOM

KITCHEN

STORAGE ROOM

- \* 30 RECTANGLE TABLES  
30" X 96"
- \* 20 ROUND TABLES  
60"
- \* 350 FOLDING CHAIRS

**GREAT ROOM**

\* APPROXIMATE SIZE  
50 FT. X 100 FT.

- \* ENTIRE BUILDING AIRCONDITIONED
- \* FULLY EQUIPED KITCHEN  
TWO: COOK TOPS,  
OVENS, MICROWAVES,  
REFRIGERATORS,  
DISHWASHERS,  
6 OUTLETS
- \* HANDICAP ACCESSIBLE
- \* ELEC. OUTLETS  
26 FOURPLEX 120 VOLT  
OUTLETS  
LOCATED AROUND GREAT  
ROOM
- \* EXTRA POWER FOR BANDS,  
D.J., ECT.  
LOCATED ON SOUTH WALL  
IN SOUTHEAST CORNER  
TWO 20 AMP 120 VOLT  
DUPLEX RECEPTACLES  
ONE 20 AMP 240 VOLT  
SINGLE RECEPTACLE  
ONE 30 AMP 240 VOLT  
SINGLE RECEPTACLE

## CHAPTER 40 PUBLIC PEACE

### 40.06 NOISE PROHIBITIONS.

1. As used in this section, the following definitions shall apply:
  - A. "Plainly audible" means any sound that can be heard clearly by a person's unimpaired and unaided auditory senses; however, words or phrases need not be discernible and said sound shall include bass reverberation.
  - B. "Sound amplification system" means any radio, radio receiving set, televisions, phonograph, stereo, tape player, cassette player, compact disc player, "boom box," loudspeaker, juke box, musical instrument, sound amplifier, or any other device that produces, reproduces, or amplifies sound. Sound amplification system shall not include a motor vehicle horn, backup warning device, theft alarm, or any other sound authorized or required by this Code of Ordinances or the *Code of Iowa*.
2. No person operating, occupying, or who has parked a motor vehicle on any street, highway, alley, parking lot, or driveway, on either public or private property, shall operate or permit the operation of any sound amplification system from within or on such motor vehicle so that the sound is plainly audible at a distance of 50 or more feet from the vehicle or, if the motor vehicle is on private property, beyond the property line.
3. No person owning, renting, leasing, occupying, using, or having charge of any dwelling, tavern, building, structure, or other premises, or any part thereof, shall operate or permit the operation of any sound amplification system so that the sound is plainly audible 50 foci beyond the property line.
4. No person shall operate or perm it operation of a self-contained, portable, hand-held sound amplification system, on public or private property, in such a manner so that the sound is plainly audible at a distance of 50 or more feet from the system or, if the system is on private property, beyond the property line.
5. The provisions of this section do not apply to emergency, public safety, City, or utility motor vehicles; for sound emitted unavoidably during job-related operation; for sound emitted from church bells and chimes, public sporting events, or authorized school activities; for an activity for which a permit has been granted by the City; or for an activity allowed by this Code of Ordinances or the *Code of Iowa*.

## **EXHIBIT A**

### **EARLHAM COMMUNITY CENTER RENTAL CLEANING CHECKLIST**

**Important:** Complete all items on this checklist to receive your full deposit back. If an item is not completed, the amount listed for that area may be deducted from your deposit. If damages exceed the deposit, additional charges may apply under the Rental Agreement.

Cleaning supplies are in the utility room next to the men's restroom.

**No smoking or vaping is allowed in the building.**

#### **BUILDING, EXTERIOR, AND STORAGE ROOM - \*\*\$200**

- Use only the magnetic hooks provided for decorations. Do not use tape, hanging strips, adhesives, or other items on walls or windows.
- Set thermostats before leaving: 65 in cooler months and 80 in warmer months.
- Clean tables and chairs and return them to the storage room to their rightful places as indicated by the pictures in the storage room.
- Remove all decorations, glitter, and personal items.
- Turn off all lights, fans, and appliances in the rooms you used.
- Close all interior doors.
- Lock the front, back, and kitchen doors.
- Pick up trash around the outside grounds.
- Check the building and grounds for any damage, inside and out.

#### **KITCHEN - \*\*\$100**

- Clean countertops, cupboards, and sinks.
- Clean all appliances inside and out.
- Clean walls, wall plates, light switches, door handles, push plates, and cabinets if needed.
- Sweep and mop the floors, including any food or drink spills.
- Empty **ALL** trash cans, replace trash bags, and take trash to the outside dumpster on the west side of the building.

#### **GREAT ROOM - \*\*\$100**

- Clean walls, wall plates, light switches, door handles, and push plates if needed.
- If used, close the divider curtain and check it for dirt, adhesives, or damage.
- Sweep and mop the floors, including any food or drink spills.
- Empty **ALL** trash cans, replace trash bags, and take trash to the outside dumpster on the west side of the building.

#### **MEETING ROOM, HALLWAY, AND ENTRYWAYS - \*\*\$100**

##### **Meeting Room**

- Clean walls, wall plates, light switches, door handles, push plates, and cabinets if needed.
- Wipe down tables and chairs.
- Sweep and mop the floors, including any food or drink spills.
- Empty **ALL** trash cans, replace trash bags, and take trash to the outside dumpster on the west side of the building.

**Hallway and Entryways**

- Clean walls, wall plates, light switches, door handles, and push plates if needed.
- Sweep and mop the floors, including any food or drink spills.
- Vacuum entry mats if needed.

**BATHROOMS - \*\*\$100**

- Clean mirrors, fixtures, toilets, sinks, and countertops.
- Sweep and mop the floors.
- Empty **ALL** trash cans, replace trash bags, and take trash to the outside dumpster on the west side of the building.

**Complete this checklist and place it in the comment box in the utility room.**

**\*\*\*RETURN THE KEY TO CITY HALL IMMEDIATELY AFTER YOUR RENTAL ENDS\*\*\***

You may return it in person during business hours or place it in the drop box at 140 S Chestnut Ave. by the next morning.

*Thank you for renting the Earlham Community Center. Please provide your feedback, comments or suggestions below.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_