

RENTAL AGREEMENT:
(PLEASE PRINT)

On _____, I, _____
(Rental Date) (Person Renting)

have rented the Liberty Memorial Building's Basement
 Gym
 Whole Building
 Kitchen Only

(Event Being Held)

A rental fee of _____ and security/damage deposit of _____
must be paid prior to event to the Malvern City Hall. If the key to the building is not returned or
failure to abide by the custodial rules attached, the deposit will be forfeited.

Tape will not be allowed on the floors or walls. No fog machines, bubbles or rice allowed.

*I have read all of the above rules and understand that any violation could result in the forfeiture
of a partial or full amount of the security/damage deposit and I could be denied future rental of
the building.*

(Date) (Signature of person renting the building)

(Signature of Building Authority) (Phone number of person renting the building)

**PLEASE MAKE SEPARATE CHECKS: ONE (1) CHECK FOR RENTAL AND ONE (1)
CHECK FOR THE SECURITY/DAMAGE DEPOSIT OF \$250 FOR USE OF ½
BUILDING AND \$500 FOR ENTIRE BUILDING
PAYABLE TO:**

**Malvern City Hall
100 W. 5th Street
P.O. Box 550
Malvern, Iowa 51551**

**CONTACT: CITY HALL – 712-624-8282
FOR SCHEDULING, VIEWING AND RENTAL
AGREEMENT INFORMATION**

**RULES, RENTAL FEES AND RENTAL AGREEMENT
FOR THE MALVERN LIBERTY MEMORIAL BUILDING**

NEW RATES EFFECTIVE JANUARY 1, 2017 ARE AS FOLLOWS:

Basement with kitchen - \$250.00
Gym - \$225.00
Entire Building - \$450.00
Kitchen Only - \$50.00 with \$20 Deposit

II. RENTAL FEES:

Rental Fees/Damage Deposit: The Rental fee plus Security/Damage deposit of \$250.00 for use of ½ building and \$500.00 for the entire building (separate checks) are due when reservations are made. The Liberty Memorial Building will be rented on a first come/first serve basis.

No Charge: American Legion/Auxiliary, Scouts, Fire Department may use this building as a meeting place or for activities free of charge provided the building is not rented at that time for organizational function only. The building must be reserved prior to the day of the event.

Persons, group organizations, or businesses that wish to rent the building several times a year may pay a one-time yearly rental fee. The Board will determine this fee. A security/damage deposit of \$250.00 will be paid when the yearly fee is collected. If the deposit is forfeited during the year, an additional deposit will be required and collected at that time. If the deposit is not forfeited it will be returned at the end of the year. The building must be reserved prior to each event through City Hall and all building rules apply.

**RULES, RENTAL FEES AND RENTAL AGREEMENT
FOR THE MALVERN LIBERTY MEMORIAL BUILDING**

RULES:

1. The Community Building Board will set the cost of renting the Community Building. Any request for change or variance of the rules must be brought to the Building Board prior to the event. The Board will make any change or variance on an individual basis and for that event only. The Board reserves the right to amend these rules any time prior to the rent of the building.
2. **A photo ID will also be required when reserving the building.**

3. The Liberty Building Board and the City of Malvern will not be responsible for lost, stolen, or damaged items brought into the building prior to, during, or after the event. Nor will it be responsible for items not removed from the building after the event.
4. Renter agrees to hold the city harmless from any liability arising from the conduct of the renter or invited guests during the event.
5. The building must reserved through the Deputy Clerk. **Reservation is not accepted or confirmed until rental payment is received.** A security/damage deposit will be collected not less than one week prior to the event. This deposit will be returned in full or in part after the event only when the key is returned and inspection of the building and **contents are found undamaged, trash taken out to the dumpster and properly cleaned.** At the discretion of the Board, the security deposit will be forfeited if the key is not returned, or if an event is canceled but has been reserved many months prior to an event. **The person signing the contract will be responsible for all damages incurred over the deposit amount.**
6. The Community Building property is a smoke-free area – no smoking allowed inside/outside the building. **If someone is caught smoking in the building or on the property, a \$250 fine will be assessed to the person signing the rental contract.** This is according to the Smokefree Air Act (2008 Iowa Acts, HF2212) effective July 1, 2008.
7. All children under the age of 21 must have adult supervision at all times while in the Community Building.
8. Minimum age for renting building is 21 years old. The renter must sign this form for the group and will be held responsible.
9. When alcohol is going to be consumed in the building, a renter needs to show City Clerk proof of appropriate insurance or liquor license. Iowa Law stipulates drinkers must be 21 years of age or older. All Iowa Liquor Laws must be strictly adhered to.
10. **Do not tape walls, floors, doors or tables unless coordinated with the Deputy Clerk. No duct tape, glue guns, staple guns, thumbtacks, nails or painting is allowed. No fog machines, rice or bubbles are allowed in the gym.**
11. **A curfew of 2:00 a.m. has been established.** Anything later than this time must be approved by the Liberty Memorial Building Board prior to the event. This curfew will be enforced through the Mills County Sheriff's Department.
12. **The Mills County Sheriff's Department will be contacted when the building is rented for a large event. They may be entering the building per Board request to insure the safety and welfare of all participants of the building.**
13. Gym rules: Clean, dry shoes only; no roller blades, roller skates or skateboards, and no hanging onto basketball hoop rims. An adult must be present.
14. When moving tables and chairs carry them – do not drag them across the floor to prevent mars and scuffs.

15. More than one meeting per occasion may take place when properly separated from one another (distance, partition, etc).
16. No animals, other than Seeing Eye dogs or animals used for health and well-being of the blind or handicapped will be allowed in the building.
17. No equipment belonging to the Liberty Memorial Building, such as chairs, tables, or kitchen equipment will be removed from the building prior to, during, or after the event.
19. **The individual or organization renting the Liberty Memorial Building will complete a checklist for cleaning up the rented area after use.**
20. The checklist in the above paragraph will be reviewed by a city representative with the renting party prior to occupancy. The renter and city representative will sign and initial checklist and note any discrepancy in conditions.
21. The city representative will go over the checklist after each event to determine if the damage deposit may be refunded or if there has been excessive damage or items missing exceeding the application of the damage deposit.
22. Renter will be responsible for the cost of any additional dumpster required at a large function.
23. All wet and dry spills need to be cleaned up at the time of the spill. Prior to the event, the renter will be shown where brooms. Mops, mop buckets, and extra trash bags are located.
24. **Upon completion of an event, all items brought into the building prior to or during the event and needing to be discarded (bottles, cans, decorations, etc) will be placed in tied trash bags and taken to the dumpster, located out the west side of the building. All lights, fans, and air conditioning will be turned off. The renter will lock all windows and doors.**
25. Any individual or organization signing the rental contract will be responsible for any missing or damaged items and will also be responsible for any damage done to the building during the date reserved. The cost will be deducted first from the damage deposit fee, and any damages in excess of the damage deposit will then have to be paid by the individual or organization.
26. **IT IS THE RENTER'S RESPONSIBILITY TO CLEAN AND RETURN THE COMMUNITY BUILDING TO ITS ORIGINAL CONDITION. THE RENTER'S DEPOSIT MAY BE KEPT AND THE RENTER MAY BE CHARGED FOR ANY ADDITIONAL COSTS INCURRED IF THE KEY IS NOT RETURNED, THE ROOM IS DAMAGED OR NOT CLEANED, OR ITEMS BELONGING TO THE COMMUNITY BUILDING ARE MISSING.**

Thank you for renting the Malvern Liberty Memorial Community Building!
We hope to see you again soon!