

Shueyville Community Center

2863 120th St. NE
Swisher, IA 52338
319-848-7626

Rules and Regulations

- 1. RENTAL RESERVATIONS:** The Community Center will be rented on a first-come, first-served basis. A deposit is required to reserve space in the Community Center. The City will hold your reservation for a maximum of five (5) days to receive your deposit. If your deposit is not received within the five (5) days, the City will no longer hold your reservation. The deposit is refundable and may be returned after satisfactory inspection of the Community Center, following the scheduled event.
- 2. RENTAL CONTRACT & INDEMNIFICATION:** To rent space in the Community Center, the Renter must be at least 21 years of age. Upon signing the rental contract, the Renter will be responsible for damage to the facility and its contents, or missing items during their use of the Community Center. Renter further agrees to indemnify, hold harmless, and defend the City, its agents, and employees from all claims, damages, and personal injuries; including death, losses, and expenses of any kind. This includes reasonable attorney fees and costs, arising from, during, or in conjunction with the Renter's or any of the Renter's invitees use of the Community Center.
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- 3. LOSS OF PERSONAL PROPERTY/INJURY ON PROPERTY:** The City will not be responsible for lost or stolen items by anyone utilizing the facilities and/or the property. The City is also not responsible for any injuries due to improper use of any Community Center equipment. Children under nine (9) years old MAY NOT be present within the Community Center without direct supervision from a parent, legal guardian or caregiver (21 years & older). Parents, legal guardians and caregivers are responsible for monitoring the activities and behavior of their children while at the Community Center.
- 4. CERTIFICATE OF INSURANCE:** When applicable, the City may require the Renter to provide a Certificate of Insurance prior to use of the facility. Applicability will be determined by the size of the group, scope of the event, time involved, and element of risk determined by the City at the time of rental.
- 5. COMMUNITY CENTER HOURS:**
Sunday – Thursday: 8:00am – 10:00pm
Friday & Saturday: 8:00am – 11:00pm
All amplified music and sound must be contained within the building and must end by 11:00 PM on Fridays and Saturdays and 10:00 PM on Sundays - Thursdays.
- 6. RENTAL DEPOSIT REFUND:** The duration of your rental shall include time taken to set-up or clean-up prior to and after the event. The space utilized must be returned to the same state of cleanliness and repair as it was prior to the event. An inspection of the space utilized will be conducted following the event to assess any damage or failure to comply with cleaning standards,

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non-smoking, or alcohol policies. If the facility is found to be in acceptable condition and all policies followed, a check for the full rental deposit amount will be mailed to the Renter within seven (7) days.

If it is found that adherence to the terms outlined in your rental contract has not been followed through on, a detailed explanation of damage costs will be provided to the Renter. All costs required to cover damages, or janitorial expenses will be deducted from the rental deposit. Any additional damage or janitorial costs that exceed the rental deposit amount will be billed to the Renter. The Renter agrees to make payment for additional costs exceeding the rental deposit to the City within seven (7) days after the City notifies the Renter of the additional damage cost.

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7. FEES:

Gym

- Capacity: 125 people
- Includes tables and chairs for up to 125 people.
- \$250 refundable rental deposit due upon reservation.
- \$175 for half day rental: 8am-3pm or 3pm-10pm
- \$300 for full day rental: 8am-10pm
- Kitchen is included.

Meeting Room

- Capacity: 35 people
- Includes tables and chairs for up to 35 people.
- \$100 refundable rental deposit due upon reservation.
- \$20/ hour rental fee
- *If available, the kitchen can be added on for an additional fee of \$25 for 4 hours or less, \$50 for more than 4 hours.

Offsite table & chair rental: \$7/table and \$0.40/ chair

- Shueyville residents will receive a 25% discount on all facility rental fees.
- Shueyville City Council reserves the right to waive fees, depending on use of facility.
- Fees are due upon issuance of a facility key and Renter signature of the User Responsibility Acknowledgement Agreement.
- Fees may be paid via cash or check payable to the City of Shueyville.
- A \$35.00 charge will be assessed on any NSF checks.
- Weekly rental fees are due on the first of each month. A late fee of \$25 will be assessed on payment after the 5th of each month.
- Fees may be refunded up to five (5) days prior to the event.
- A \$50 cancellation fee will be charged if less than 24- hour notice.

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8. KITCHEN USE: The Community Center kitchen is designed for use by caterers and community groups or parties, serving refreshments and meals. The use of the kitchen shall require approval at the time of rental. Access to the kitchen is available from the East Rear Entrance. All leftover food must be removed from the premises upon clean-up. Utensils and serving supplies must be thoroughly cleaned and put away in proper places. Counters and tables must be washed, all appliances cleaned, and all trash removed. Failure to follow these requirements may result in the loss of the Security Deposit.

9. ALCOHOLIC BEVERAGES: In compliance with Iowa Code 123.95, service of alcoholic beverages, other than beer and wine, at the Community Center, is not allowed. The City will not permit service of beer or wine in the Community Center, unless, and until, the Renter has provided the City with proof of liability insurance in the amount of at least \$1,000,000 and a Hold Harmless/Indemnification agreement is signed by the renter.

Furnishing, possession and consumption of beer and wine shall be restricted and confined to the rented area in the Community Center and shall not extend to the bathrooms, entrance lobby, kitchen, halls, office, council chamber, or stairwells. This is non-negotiable and the responsibility of enforcing the policy falls to the Renter upon signing this contract. If it is discovered that people attending the event of the Renter were consuming alcoholic beverages anywhere on the property, inside or out, without prior consent and informing the City of such activities, the entire rental deposit will be forfeited to the City.

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10. NO SMOKING: Smoking or vaping is strictly prohibited anywhere inside the Community Center. The Community Center is a government property, and as such, is a non-smoking property. There is absolutely NO SMOKING OR VAPING anywhere inside the building or on the property outside. This is non-negotiable and the responsibility of enforcing the policy falls to the Renter upon signing this contract. If it is discovered that people were smoking or vaping anywhere on the property, inside or out, and were a part of your event, the entirety of the rental deposit will be forfeited to the City.

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11. CONDUCT:

- Shoes, shirts and pants must be always worn in the Community Center or on the premises.
- Dunking or hanging from the basketball hoops is prohibited.
- Fighting, either in the Community Center or on the premises, is strictly prohibited.
- Alcoholic beverages (unless noted in #9), illegal drugs, or firearms are strictly prohibited.
*The Johnson County Sheriff's office will be notified if any persons are deemed to be under the influence of alcohol or illegal drugs.
- No fog machines, smoke machines, fireworks, or similar items or devices are allowed in the Community Center or on the premises.

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- The Community Center reserves the right to require police supervision to be paid for by the Renter. The need for such supervision shall be determined by the City at the time of rental.
- Bicycling, skateboarding, rollerblading, baseball, softball and bounce houses are not allowed in the Community Center or on the premises.

12. DECORATIONS:

- All décor must be fireproof or made of fire-retardant materials.
- The use of cellophane, adhesive tape, staples, nails, screws, etc. on walls, in wood work, or on windows, is prohibited.
- Candles must be enclosed to prevent fire.
- Any décor that obstructs visibility or access to 'EXIT' signage or doors/doorways/hallways is prohibited.

13. ANIMALS: No animals, except service or therapy animals, will be allowed in the Community Center without prior consent from the City.

14. COMMUNITY CENTER EQUIPMENT:

- Tables and chairs included with your reservation must remain inside the rented space at the Community Center. Offsite table and chair rentals are available upon request.
- Audio/Visual Equipment is available upon request. A separate deposit and agreement are required prior to use of AV equipment.
- All Community Center equipment must be properly used and maintained during the scheduled event. Inventory will be taken before and after the event, and the Renter will be responsible for any missing items.

15. CLEAN UP AFTER RENTAL: Activities must be completed and the facility cleaned, vacated and locked within the time reserved. The space utilized must be returned to the same state of cleanliness and repair as it was prior to the event. It shall be the responsibility of the Renter to clean the facility as follows:

- Trash bags are provided. Renter will haul, remove, and dispose of their accumulated trash.
- Wipe clean all tables and chairs; stack and return to storage.
- All decorations, food, and beverages must be removed.
- Lights off; doors and windows closed and properly locked.

When you are finished, the building should look clean for the next group that has it reserved. Failure to follow these requirements may result in the loss of the rental deposit.