Floyd Valley Hall Facilities Contract & Regulations

Hours: 6 AM – 11 PM

Return this contract with your payment to: City of Hospers
Call with any questions: 752-8593 P.O. Box 248
Hospers, IA 51238

Rental Fee Options:

*Gymnasium, Cafeteria & Kitchen $200.00; Deposit of $50 **Required = $250**
*Cafeteria & Kitchen $125.00; Deposit of $50.00 **Required = $175**
*Gymnasium $75.00; Deposit of $50.00 **Required = $125**

Rental Date & Time: _____

Event: _____

Renter's Name: _____

Renter's Address: _____

Renter's Phone & Email: _____

Regulations:

- The facility will not be considered rented until a signed and dated Contract is received, and the City Clerk receives full payment at least 7 days prior to the date of rental. **Return this ASAP**.
- If the facility is not rented the day before your event, you may be allowed entrance in order to set up and decorate the building. If it is rented the day before, no entry will be allowed until the day of your event.
- Cancellation Policy: No refunds if canceled 7 days or less prior to your rental date.
- It's the responsibility of the Renter to get a key for the facility. If your rental is on Saturday or Sunday, a key must be picked up from the City Clerk the Friday before. Failure to lock all doors when you leave will result in forfeiture of 1/2 of your deposit. The key needs to be returned to the City Office as soon as you are done. If it's after office hours, please place the key in the drop box on front of the City Office.
- The Renter is responsible for all damages to the building and equipment. Any damage will cause forfeiture of your deposit. The Renter will be responsible for the cost of any and all repairs.
- All furniture must remain inside the building.
- The facility will be left clean and in the same condition as it was when you arrived **(failure to do so will result in forfeiture of your deposit)**. The following are items you **MUST** address before leaving the facility:
  - Kitchen counter tops/appliances are to be cleaned
  - Floors are to be swept **and** mopped
  - All trash is to be deposited in the outside dumpster by the kitchen door
  - Remove all personal items from refrigerator
  - All lights turned off
  - All doors to the facility must be closed so they are locked, don't leave any propped open
  - **FACILITY NEEDS TO LOOK AS IT DID WHEN YOU ARRIVED!**
  - Keys returned to the City Office

Each of the above highlighted items must be completed in order have your deposit returned to you. If you complete only one of the above highlighted, you will NOT receive your $50 deposit back. EVERYTHING MUST BE COMPLETED!

- Beer and Wine will be allowed in the facility and shall be served by someone OVER 21 and may not be consumed by anyone UNDER 21. **NO HARD LIQUOR IS ALLOWED**.
- Violation of these rules can result in the expulsion from the premises and/or forfeiture of your deposit.
- Please do NOT drive on the grass
- Please remember this is a public facility. Take proper care of it so all may enjoy for years to come!

I have read and agree to comply with all of the regulations listed above.

Renter Signature_____**Date**_____