

**URBANA COMMUNITY CENTER**  
**RENTAL AGREEMENT**

Organization or Individual User: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Are you 21 years of age or older? (circle one)    Yes        No

Day and Date Reserved: \_\_\_\_\_

Time of Reservation, if different than all day. \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Describe the specific reason/purpose for reservation:

*(Refer to Rules for those organizations which are permitted free usage – deposits apply)*

<b>RENT CHARGE: (Community Center)*</b>
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Rental fee for "Personal" use shall be \$50.00.

Rental fee for "For Profit" use shall be \$100.00.

<b>RENT CHARGE: (Council Room in City Hall)</b>
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8:00 a.m. – 4:30 p.m.        (Monday – Friday)    \$25.00

**DEPOSIT** \$50.00 DEPOSIT REQUIRED FOR ALL USERS. DEPOSIT WILL BE REFUNDED IF THE FACILITY IS LEFT CLEAN AND UNDAMAGED AND IF THE KEY IS RETURNED WITHIN TWO (2) BUSINESS DAYS FOLLOWING RENTAL.

I hereby agree to follow all Urbana Community Center Rules & Regulations and acknowledge receipt of a copy of said rules and a copy of the indemnification agreement I have signed. I hereby acknowledge that if I cancel the Community Center rental, a \$10.00 cancellation fee or 10% of the rental fee (whichever is greater) will be withheld. No refund of rental will be issued if it is canceled less than two weeks before the date of the function (under extreme or emergency circumstances the City Council may, at its discretion, issue a refund if renter appears before the Council with his/her request). I acknowledge that I am the individual responsible for the care and maintenance of the Community Center during the period of use for which it is being rented. I understand that failure to accomplish everything in the rental agreement and on the clean-up checklist will result in the loss of my damage deposit, if applicable, and/or additional costs with a minimum \$100.00 charge.

I further understand that the City of Urbana reserves the right, in its sole discretion, to unilaterally cancel and/or revoke this rental agreement and/or to terminate the planned use/event in progress, for any reason, including but not limited to: if utilization is for purposes other than that disclosed herein; or if inaccurate information is disclosed herein; or if the use/event is deemed hazardous to the public health, safety or welfare; or for noncompliance with any applicable Urbana City Ordinance or State or Federal laws and regulations.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

**COMMUNITY CENTER KEYS MUST BE PICKED UP AT CITY HALL BY 3:00 PM THE BUSINESS DAY PRIOR TO THE RENTAL DAY. A \$50 FEE WILL BE CHARGED FOR ANY COMMUNITY DOOR THAT NEEDS TO BE UNLOCKED DURING NON BUSINESS HOURS. PLEASE CALL CITY HALL FOR BUSINESS HOURS (443-2400) AND ALSO FOR HOLIDAY OPERATING HOURS IF YOUR RENTAL IS ON, OR CLOSE TO, A HOLIDAY.**

<i>Make checks payable to: City of Urbana</i>	
Rental Fee \$ _____	Deposit \$ _____
Approved: _____	Date: _____

Renter to place his/her initials indicating that he/she has received a copy of the Contract, Rules, and Indemnification Agreement for use of the Urbana Community Center \_\_\_\_\_  
*initials*

**PLEASE NOTE: The Community Center must be cleaned, vacated, and locked at the end of your time slot. ( 9:00 p.m. on weekdays, 10:00 p.m. on weekend.)**



## RULES FOR USE OF URBANA COMMUNITY CENTER

### ADMINISTRATION

The City of Urbana is responsible for all operations of the Community Center and City Hall and reserves the right to make administrative decisions in the best interest of the City.

### PERMITTED USES AND FEE DEFINITION

The Urbana Community Center is intended to serve primarily as a place where citizens and civic organizations of the community may meet for the purpose of business or pleasure. In order that all interests be served fairly and without complications, it is necessary that policies governing the use of the facility be defined as clearly as possible.

- **RENTAL FEES WILL APPLY** for functions such as parties, dinners, fundraisers, social events, business meetings, and other similar activities. Fees are based on day and time.
- **FREE USE** for Boards, Commissions, and committees established by the City Council.
- **FREE USE** for national youth organizations (i.e., girl scouts, boy scouts, etc.) – **DEPOSIT APPLIES**
- **FREE USE** for City of Urbana and Polk Township non-profit groups (must show proof of non profit status with the IRS – 501(C)3 required) – **DEPOSIT APPLIES**

No retail sales or other profit making activities shall be permitted unless they are carried out by a non-profit organization as described above, or for Craft Show purpose. At least 60 days prior to rental date, CRAFT SHOWS may petition Council to rent the Community Center – all rental and deposit fees will apply.

The Community Center shall not be used for sectarian or religious worship.

### FACILITIES AVAILABLE

The Community Center is a 2800 square foot facility. It includes a 1700 square foot community room and kitchen with tables and chairs for 108 people (one of the tables is handicap accessible). There are two handicap accessible bathrooms. The kitchen has a stove, refrigerator, sink and cupboards. The inventory list which renters will be given, indicates the basic items available for use, i.e. coffeemakers, trays, etc.

(The City Hall has a conference room and a council room which may be rented for meetings or conferences during business hours – see fee schedule on Rental Agreement.)

### COMMUNITY CENTER HOURS (refer to Rental Agreement)

### RESERVATION PROCEDURES

Reservations for the Community Center will be taken at the Urbana City Hall Clerk's Office during regular business hours. Only persons 21 years or older will be allowed to reserve the Center. Reservations must be made in person by the individual responsible for the use of the Center and will be accepted on a first-come basis. Reservations shall only be made up to one year in advance. All rental and deposit fees are due when the reservation is made. Reservations may be made for no more than three (3) consecutive times in a three-month period. Renewals of this type of use must be made within 30 days of the end of the present term.

### DEPOSIT: DAMAGE, CLEANUP, KEY

A \$50.00 deposit will be required for all rentals payable along with the rental fee when the reservation is made. The \$50.00 deposit is also required for the organizations designated "FREE USE" (see Permitted Uses). A deposit is not required for Boards, Commissions, and Committees established by the City Council. The deposit will be returned if the building is left clean and undamaged and the key is returned within two business days following the event. *Please note: Community Center must be cleaned, vacated, and locked at the end of your time slot. Example: if time slot is 5:00 p.m. until 10:00 pm., the Center must be vacated and locked by 10:00 p.m.*

### KEYS

Renters are responsible for unlocking and locking the Center for their event. The person responsible for use of the Center must pick up a key from the City Clerk's office during regular office hours one or two days prior to the usage along with an inventory checklist and cleanup checklist. The key must be returned to the City Clerk's office NO LATER than two business days following the event. If the key is not returned on time the person responsible will be charged the actual cost of re-keying the center and replacing all keys.

### CANCELLATIONS

A \$10.00 cancellation fee or 10% of the rental fee (whichever is greater) will be withheld. The balance of the rental fee and deposit will be refunded. No refund of rental fee will be issued if date is canceled less than two weeks before the date of the function.

**ALCOHOLIC BEVERAGES ARE PROHIBITED IN THE COMMUNITY CENTER AND CITY HALL AND ALSO PROHIBITED IN THE PARKING LOTS AND COMMON AREAS DIRECTLY ADJACENT TO THE CITY HALL AND COMMUNITY CENTER.**

**SMOKING IS PROHIBITED INSIDE THE COMMUNITY CENTER AND CITY HALL. THERE WILL BE ASH RECEPTACLES OUTSIDE THE ENTRANCE DOORS.**

**PROPANE TANKS ARE PROHIBITED INSIDE THE COMMUNITY CENTER AND CITY HALL.**

**ITEMS SHALL NOT BE BORROWED OR REMOVED FROM THE COMMUNITY CENTER OR CITY HALL.**

**The renter must notify the City Clerk's Office of any problems encountered during the use of the Urbana Community Center during the next business day at 443-2400. If it is an emergency situation dial 911 or, if necessary, contact one of the following:**

**Mayor Mitch McDonough 319-560-7681**

**Traci Wilson 319-721-4256**

**Trent Kramer 319-558-9047**

**Jamie Duart 319-443-2032**

**Police Chief Jerry Michael 319-443-2780**