



Parks and Recreation Department
 1900 N.W. 114th St.
 Clive, IA 50325
 Phone: 223-5246 ♦ Fax: 457-3092

Date reservation made: _____

Reservations are accepted no sooner than the first business day of the month, 4 months in advance (including month of desired reservation) and no later than 10 business days prior to rental. Cancellations or revisions to reservations by the renter must be made a minimum of 5 business days in advance of the date of the reservation and will carry a fee of \$25 for any change.

SPECIAL EVENTS BUILDING @ CLIVE AQUATIC CENTER

1801 N.W. 114th Street

Date of reservation (_____) _____ Start _____ End _____
Day of week Month/Day/Year

Total Fees _____ (See back)
(Fee) (Deposit - separate check only)

Name _____

Address _____ City _____

State _____ Zip _____ E-mail address _____

Phone #s: Home _____ Work _____ Cell _____

Name of Group/Event _____

Number of People Expected _____

Will beer be served? YES / NO (SINGLE-SERVE BEER & WINE COOLERS ONLY - NO KEGS!)

Payment Policy – *A check or credit card can be accepted for the fee payment. A SEPARATE CHECK IS REQUIRED FOR THE DEPOSIT.* Checks are to be made payable to City of Clive. Reservation is confirmed when completed form and payment are received. *A U.S. government-issued photo I.D. with current address is also required for rental.* There is no charge for the following Clive City Organizations (Jaycees, Lions Club and Historical Society). The reservation fee is kept and all or part of the deposit will be returned to the responsible party at the discretion of the City depending on the condition of the rental facilities and surrounding area when vacated. The undersigned will be held responsible for the damage caused to any facilities and will be charged at the rate of 1.5 times the employee's hourly rate for time required to repair, clean up, etc. Minimum charge of \$50 per hour.

Refund/Reservation Change Policy – Cancellations or revisions to reservations by the renter must be made a minimum of five business days in advance of the date of the reservation and will carry a fee of \$25 for any change. If pool rental reservations are made along with the Special Events Building rental and are cancelled in the event of poor weather conditions, all attempts will be made to reschedule.

Alcohol Policy – It is unlawful to dispense or consume all alcoholic liquor, except beer and wine coolers, within or about any rental facilities under the authority of the Clive Parks and Recreation Department. **NO KEG BEER IS ALLOWED PER CITY OF CLIVE ORDINANCE.** All such items will be confiscated. **A REFUND WILL NOT BE ISSUED.**

Noise Policy – Amplified and/or loud music will NOT be allowed. Complaints of amplified or loud music will result in the renter's immediate removal from the facility. **A REFUND WILL NOT BE ISSUED.**

Rental Time – The renter is responsible for their event schedule. The start and end time for the Special Events Building rental are the stated hours of arrival on the premises and departure from the premises. Additional set-up time may be arranged with the Parks and Recreation Department for a fee of \$25 per hour (see *Refund/Reservation Change Policy* above). All clean-up must be completed by the ending time stated on the rental agreement. The police will be contacted for any rental event that is still on the premises after the rental period has ended.

If the facility is being used for a fund-raising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. Beer may not be a reason for promoting advanced sales.

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\$150 Fee / \$150 Deposit – 11:00 a.m. to 4:00 p.m.

\$150 Fee / \$150 Deposit – 5:00 p.m. to 10:00 p.m.

\$200 Fee / \$200 Deposit – 8:00 a.m. to 4:00 p.m.

\$250 Fee / \$250 Deposit – All day rental – 11:00 a.m. to 10:00 p.m.

Additional set up time may be requested for fee of \$25 per hour.*

***(See Refund/Reservation Change Policy on Page 1)**

All additional time requests must be approved by the Parks and Recreation Dept. prior to the event.

Keys need to be picked up at Clive Parks and Recreation office, 1900 N.W. 114th St. between 8 a.m. and 4 p.m. the day of/or day prior to the event. For weekend rentals, keys must be picked up the Friday prior to the event. If keys are forgotten or lost, there is a \$75 fee per occurrence.

- ❖ The Special Events Building will accommodate 100 people when tables and chairs are used. When tables and chairs are stored, occupancy limits will allow for standing capacity of 205 people.
- ❖ The facility includes restrooms, drinking fountain, cupboards, sink, stove, microwave and refrigerator.
- ❖ During the months of June, July and August, the renter acknowledges that the Aquatic Center is open for business and will not be closed to accommodate the Special Events Building rental.

In consideration of the City of Clive entering into this rental contract for the use of the facility, the renter agrees to meet the following requirements:

- ❖ **All tables, chairs, counters and floors must be cleaned.**
- ❖ **All trash must be taken from the premises with the renter.**
- ❖ **All tables and chairs will be returned properly to the storage room.**
- ❖ **The room will be vacuumed after use. A vacuum is located in the storage room.**
- ❖ **No tape or other adhesive will be applied to walls, doors or ceiling.**

The renter shall be responsible for any and all damage to the facility occurring during the term of the rental.

That renter shall indemnify and hold harmless the City of Clive, it's officers, agents and employees, from and against any and all loss, liability or damage arising out of renter's use of the facility, including all costs, expenses and attorney fees incurred in defending any claims arising out of the use thereof, except to the extent that the injuries or damages resulting in such losses or liabilities arise by reason of the negligence of the City of Clive, their successors or assignees.

That renter takes the facility as renter finds it and voluntarily assumes all risk of loss, damage, or injury, including death, that may be sustained by renter or any property of any of the undersigned while in, on or upon said facility.

Renter shall fully comply with all applicable state laws, city ordinances and rules applicable to the use of the facility.

Renter will receive instructions for the alarm system when keys are picked up. It is understood that if the alarms are set off and the Police Department would have to respond, \$25 for each occurrence may be deducted from the renter's deposit. Deposits could then take up to 30 days to be returned.

The City of Clive prohibits smoking in this facility.

The City of Clive reserves the right to refuse the rental of the facilities.

THIS RESERVATION IS NOT CONFIRMED UNTIL COMPLETED FORM, PAYMENT & DEPOSIT ARE RECEIVED.

Renter's Signature _____ Date _____

For Office Use:

Date received _____ Fee check no. _____ Deposit check no. _____ Received by _____

Date copies given to Parks & Custodial staff _____ Given by _____

Key number issued _____ Date key issued _____ Issued by _____

Date key returned _____ Received by _____ Date deposit returned _____ Returned by _____