



Parks and Recreation Department  
 1900 N.W. 114<sup>th</sup> 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 one business day prior to rental.***

**CITY OF CLIVE PARKS AND RECREATION DEPARTMENT**  
**LIBRARY COMMUNITY ROOM**

**1900 N.W. 114<sup>th</sup> St.**

**(Local nonprofit organizations only)**

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

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail address \_\_\_\_\_

Phone #s: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Name of group/event \_\_\_\_\_

Number of people expected \_\_\_\_\_

**Reservation Policy** — *The room is available to nonprofit organizations for a maximum of 4 hours per month and must take place during library hours.* Reservation is confirmed when completed form is received. 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.

**Alcohol Policy** — It is unlawful to dispense or consume any alcoholic beverages within or about this rental facility under the authority of the Clive Parks and Recreation Department. All such items will be confiscated.

**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.

**Rental Time** — Renter is responsible for their event schedule. The start and end time for the room are the stated hours of arrival on the premises and departure from the premises. All clean-up must be complete by the ending time stated on the rental agreement.

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.

# **LIBRARY COMMUNITY ROOM**

**1900 N.W. 114<sup>th</sup> Street**

<b>LIBRARY HOURS*</b>	
Monday – Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 – 5:00 p.m.
<i>*Please contact the library for special holiday hours and closings.</i>	

- ❖ The Library Community Room 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, and refrigerator.

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 and taken to the dumpster.
- ❖ 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 pins, tape or other adhesive will be applied to walls, doors or ceiling — tabletop display only.
- ❖ No open flame (e.g., candles, sterno food warmers, etc.) — roasters and crock pots only.

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.

***The City of Clive prohibits smoking in this facility and on City property (in compliance with the Iowa Smokefree Air Act). The City of Clive reserves the right to refuse the rental of the facilities.***

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use:

Date received \_\_\_\_\_ Received by \_\_\_\_\_ Date copies given to Parks/Custodial staff \_\_\_\_\_ Given by \_\_\_\_\_