

## Falcon Civic Center- Small Meeting Room Rental Agreement

Return this form immediately as proof of reservation. All rental fees are DUE in full on or before the date of the rental.

Falcon Civic Center  
1305 5th Avenue NE  
Independence, Iowa 50644  
(319) 334-6711

Office Use Only: (Update 2019)  
Room Rental Fee: \_\_\_\_\_  
Total Fee Paid: \_\_\_\_\_  
Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Fill out form below & sign agreement on the back.

Contact Person (Lessee): \_\_\_\_\_  
Company/ Group Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_  
Date of Rental: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

Equipment Needed	Number Needed
Chairs (6 permanent)	_____
Other _____	_____

Maximum Capacity of the Small Meeting Room is 10  
We have additional folding chairs if needed. Alcohol & Smoking/ Vaping is not allowed In the Falcon Civic Center.

All reservations must be made prior to the date of your rental by calling the Falcon Civic Center at (319) 334-6711 Monday– Friday 8am– 3:30pm. We only allow rentals to be scheduled within our normal hours of operation and typically will not book rentals outside of those hours.

### Reservations may only be scheduled during our normal hours:

Nov 1st– March 31st: Mon– Thurs 5am– 9pm/ Fri 5am– 8pm/ Sat 8am– 4pm/ Sun 12-4pm  
April 1st– May 31st: Mon– Thurs 5am– 9pm/ Fri 5am– 8pm/ Sat 10am– 4pm/ Sunday Closed  
June 1st– Aug 31st: Mon– Thurs 5am– 7pm/ Fri 5am– 6pm/ Sat 12– 4pm/ Sunday Closed  
Sept 1st– October 31st: Mon– Thurs 5am– 9pm/ Fri 5am– 8pm/ Sat 12– 4pm/ Sunday Closed

### Small Meeting Room Rental Rates Per Day:

	<u>Profit</u>	<u>Non-Profit</u>
First 3 hours	\$15.00	\$10.00
Each Additional hour	\$10.00	\$7.50
Maximum Daily Rental	\$35.00	\$30.00

In order to receive the non-profit rental rate, you must be a registered non-profit organization; for example, churches, schools, city government, booster clubs, etc...

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Please turn over >>>

## Falcon Civic Center- Small Meeting Room Rental Agreement

This agreement, made, and entered on \_\_\_\_\_ by and between the

**Date the reservation was taken on**

Independence Parks & Recreation Department of Independence, Iowa, hereinafter referred to as the IPRD and \_\_\_\_\_ as the Lessee.

**Name of person reserving**

1. The IPRD agrees to rent the Falcon Civic Center Small Meeting Room from \_\_\_\_\_ A.M. or P.M. on \_\_\_\_\_ to \_\_\_\_\_ A.M. or P.M.
2. For the use of the premises for the period above the described, Lessee agrees to pay the IPRD the sum of \$ \_\_\_\_\_. Payment is due in full by \_\_\_\_\_.
3. The IPRD agrees to furnish all of the essential light, heat, and ordinary operating equipment as may be needed.
4. Lessee shall furnish all necessary labor that is essential to install, operate, service and remove all equipment belonging to the lessee.
5. The Lessee agrees that it will not in any way injure, damage, mar or deface the building (including excessive decoration) premises, furniture, fixtures, or equipment on or around the building and shall reimburse the IPRD for any damage or injury caused by it, its employees, agent or other persons admitted to the premises by the Lessee.
6. All property brought onto the premises by Lessee shall be at the risk of the Lessee and the IPRD shall not be liable for any loss or damage, or for any injury to Lessee, agents or employees.
7. **NO ALCOHOL IS ALLOWED IN THE BUILDING.**
8. It is further agreed by the parties as follows:
  - A. A written application must be submitted to the Falcon Civic Center for each use. Please make checks payable to the Falcon Civic Center.
  - B. Rooms are NOT available until the time of reservation. If there is a need for additional set-up and tear down time, the Lessee must include that time in the rental time.
  - C. Chairs will be provided but rooms are to be set-up, arranged, tore-down, and cleaned up by the Lessee.
  - D. Decorations must be removed after use. Leaving no tape, staples, or string on the walls or ceiling.
  - E. There is NO Smoking or vaping allowed in the Falcon Civic Center.
  - F. Person guilty of using loud or profane language, rowdy and/or unruly conduct and/or are disturbing by their conduct will be asked to leave the Falcon Civic Center.

Lessee Signature: \_\_\_\_\_

Staff taking the reservation: \_\_\_\_\_ Date: \_\_\_\_\_