

**City of New Virginia
Gerry Allen Memorial Park
809 West Street, New Virginia, Iowa 50210**

Gerry Allen Memorial Park Building

RESERVATIONS

Reservations will be taken on a first come, first served basis. Reservation may be made by going to www.newvirginia.com/ or by contacting Erin Thornburgh or Jennifer Baughman. The rental deposit must be paid and received to the Gerry Allen Memorial Park within seven (7) days after the reservation is made. The rental agreement must be completed, signed and sent to Gerry Allen Memorial Park Po Box 492 New Virginia, Iowa 50210 within fourteen days of making the reservation. The rental fee must be paid at least thirty (30) days in advance of actual rental date if date is less than thirty (30) the fee must be paid as soon as possible. Reservations may be made in advance as indicated below; however, money will not be refunded if there should be a cancellation unless the room is reserved by another party on the cancelled date. Recurring rental reservations (2 or more times per month) will be taken if payment is received at the time of reservation for all dates reserved. NO refunds will be made for recurring reservations.

GERRY ALLEN MEMORIAL PARK BUILDING

Up to one (1) year in advance of use date.

HOURS

Building available for rental may be rented at the times indicated below. All clean up must be completed and the building vacated by the end of the rental period.

Friday – Saturday 8:00am – 2:00am

Sunday – Thursday 8:00am – 10:00pm

GERRY ALLEN MEMORIAL PARK BUILDING - RENTAL SPACE AVAILABLE

- ❖ Seats up to 125 people
- ❖ Items available included in rental fee
- ❖ 16 folding tables
- ❖ 125 folding chairs
- ❖ Heat or Air-conditioning
- ❖ Electric outlets
- ❖ Restrooms
- ❖ Telephone
- ❖ Wireless Internet
- ❖ Baby changing table (in Women's restroom)

KITCHEN

- ❖ No extra charge
- ❖ Items available include
 - Stove
 - Refrigerator with freezer
 - Freezer
 - Microwave oven
 - Coffee Maker
 - Cooking utensils, pots & pans
 - Renters must provide their own disposable cups, plates, and silverware

FEE SCHEDULES - Fees are set based on the renters primary residents ie. the primary residence must be located within New Virginia city limits for the \$125.00 or within the I35 School District for the 150.00

Full Day Rental	NV City Limits	I 35- School district	All other renters
	\$125.00	\$150.00	\$250.00
Half Day Rental	NV City Limits	I 35- School district	All other renters
	\$75.00	\$100.00	\$200.00

Nonprofits there will be no fees

DEPOSITS

Reservation/Damage Deposit - \$125.00 due within seven (7) days after reservation is made. This deposit is used for two purposes: (1) a rental deposit – nonrefundable if the renting party cancels the reservation and rental time is not rented by another party and (2) to cover any damages due to the rental use. It is refunded within two (2) weeks after the use of the room (if no damages occurred).

Make Checks payable To: GERRY ALLEN MEMORIAL PARK

The reservation/damage and special beverage deposits should be separate checks

MUSIC

All live or recorded music must be kept at a minimum and discontinued at 12:30am

DANCING

Dancing is permitted on the floor as is. Do NOT put anything on the floor.

SPECIAL BEVERAGE, ENTERTAINMENT, GENERAL PUBLIC

“Special Beverages” means beer, wine or champagne. “Entertainment” means live music or live performance of any kind. “General Public” mean residents of the State of Iowa and other states. If permission is obtained and attendance is by invitation only, wine, beer or champagne may be served at the event, provided it is limited to those attending who is age 21 and older. **NO other liquor may be served. NO wine, beer or champagne may be sold under any circumstance.** The City requires the renter to keep the keg outside. The Renter is also not permitted to prop open any doors due to placement of the keg

CERTIFICATE OF INSURANCE

Any function at the Gerry Allen Memorial Park, under this agreement shall require “event insurance” if fifty or more people are expected. The City will not provide this type of Insurance for your rental. The Renter is responsible for the insurance. Please check your home owner’s policy as there are certain types of homeowners policies that cover this type of function. *If in need of Insurance please call Weinman Insurance in Indianola at (515)961-2567 they are able to provide you with insurance coverage.*

YOUTH GROUP USE

Youth group leaders are responsible for keeping their group members in the building. No one is to be running or playing in the hallway or other areas of the building. A minimum of two (2) leaders/chaperones must be with groups numbering nine (9) or more. Damages will be assessed when incurred. Youth groups must follow all other guidelines for use of facility.

GENERAL INSTRUCTIONS

This is a City facility to serve multiples needs for area residents. We are pleased that you are able to use this facility for your function. Please follow these general instructions:

1. **THIS IS A TOBACCO FREE AND SMOKE FREE FACILITY. ANYONE WISHING TO SMOKE OR CHEW TOBACCO MAY NOT DO SO INSIDE THIS BUILDING OR WITHIN TWENTY FEET OF THE BUILDING – NO EXCEPTIONS**
2. The Building must be returned to its original condition after use. The original condition is with all tables and chairs put away on their respective carts and moved into the storage room; floor must be swept and spills and sticky spots wet mopped (with clean water only). You must complete all items on cleaning checklist; security system must be reactivated when leaving.
3. If keys are issued, they are to be picked up one (1) to two (2) days prior to your rental by contacting Erin Thornburgh or Jennifer Baughman. Keys are to be returned at the completion of the rental. Please put them into the box located on the eastside of the building (when available).
4. Decorations are allowed in the main room. **ABSOLUTELY NO DUCT TAPE OR SCOTCH TAPE ALLOWED ANYWHERE**
Decorating guidelines are as follows:
 1. Ceilings: Use plastic hangers only (we will provide these) NO tape, wire or string may be attached to the ceiling (located taped to furnace in closet)
 2. Walls: Use 3-M Poster Tape only. NO cellophane tape.
 3. Floors: Use Masking Tape only
 4. Tables/Chairs: Use Masking Tape only
 5. Candles: Limited to one candle per tableNOTE: ALL masking tape and poster tape must be removed when decorations are taken down.
5. Please keep all children under supervision. Any running and playing is to be done outside.
6. Heat/Air Conditioner: Thermostat is set at 50 degrees in the winter and 80 degrees in the summer. The thermostat for the main room may be adjusted for your comfort. Please do not prop open any of the doors while running the air conditioner or the heat.
7. Phone use: Direction for phone use is written on the phone. Phones are primarily for emergency use. Local calls may be made from the phone. Wifi is available for use while at the building. There is no password
8. Dump all trash in dumpster located on the northeast side of the building. Wash cans inside and outside if needed. Put clean liners in trashcans.
9. All tabletops and chairs must be wiped clean with mild bleach/water solution.
10. If using kitchen, clean sinks and counters, dust mop or sweep floor, and wet mop where sticky. Also wipe off stove, wipe out refrigerator, stove oven, and microwave oven.
11. Clean restrooms by emptying trash, wiping down counters, and lavatory facilities with the provided cleaning supplies
12. You will be supplied with the following items to aid in your cleaning:
Dust mop, broom, dust pan, trashcan liners, toilet paper, paper towels, hand soap, mop, mop bucket , cleaners, and pail. There is a container under the sink in kitchen for dirty linens
13. Any Gerry Allen Memorial Park Board Member or City of New Virginia Official has the right to stop by & check out your event at any time during the rental.

FAILURE TO COMPLETE THE ABOVE MAY RESULT IN THE LOSS OF PART OR ALL OF YOUR DEPOSIT(S) DEPENDING UPON THE CONDITION IN WHICH YOU LEAVE THE BUILDING.

**CITY OF NEW VIRGINIA
GERRY ALLEN MEMORIAL PARK BUILDING
CLEANING CHECK LIST**

Please check each item as you complete it

Completion Box	Item
<input type="checkbox"/>	Tables & Chairs wiped off (w/ appropriate cleaner)
<input type="checkbox"/>	Coffee Pot Cleaned (if used)
<input type="checkbox"/>	Floor Swept (all areas)
<input type="checkbox"/>	Floor spills sponge mopped (clean water only)
<input type="checkbox"/>	Room put back to original condition (table, chairs, in storage room)
<input type="checkbox"/>	Garbage cans emptied, cleaned and new liners put in
<input type="checkbox"/>	Garbage put in dumpster
<input type="checkbox"/>	All cleaning items and supplies put away
<input type="checkbox"/>	All decorations, masking tape and sticky tack removed
<input type="checkbox"/>	Sink, counters & appliances wiped clean
<input type="checkbox"/>	Restrooms cleaned
<input type="checkbox"/>	Thermostat turned to 50 (winter) 80 (summer)
<input type="checkbox"/>	All lights turned off
<input type="checkbox"/>	All doors locked

Sponge mop, pail, dry dust mop, dust pan are stored in the utility room. Tables/chairs storage in the storage room by the roll up door.

FAILURE TO COMPLETE THE ABOVE MAY RESULT IN THE LOSS OF PART OR ALL OF YOUR DEPOSIT(S) DEPENDING UPON THE CONDITION IN WHICH YOU LEAVE THE BUILDING.

GERRY ALLEN MEMORIAL PARK RENTAL CONTRACT

Individual/Organization: _____

Address: _____

Contact Person: _____ Phone _____

Hereby applies to rent the Gerry Allen Memorial Park Building

for the following purpose: _____

Will alcohol be served? ___ Yes ___ No

Beginning date and time of event: _____

Date and time you would need room(s) in order to set up: _____

Ending date and time of event: _____

In consideration of the sum of \$ _____, plus \$ _____ damage deposit, payable in advance, the Entity of _____ hereby rents the Gerry Allen Memorial Park Building to the above identified party commencing at _____, on _____, and ending at _____, on _____, with the following restrictions :

_____. Renter hereby agrees to be responsible for compliance with all rules and regulations governing the use of above said Entity facilities, and for any and all damage to the building and equipment, and hereby agrees to clean-up the premises and leave it in good order and repair.

The Renter agrees to indemnify and hold harmless the Entity of City of New Virginia-Gerry Allen Memorial Park for any injury or damage to persons or property occurring during, or arising out of, occupancy and use of said building by the Renter and its guests.

Dated this _____ day of _____, 20_____.

Renter Signature: _____

Gerry Allen Memorial Park Board

By _____

By _____

Date _____

Date _____