

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. Reservations may be made by going to www.newvirginia.com/ or by contacting Kim McWilliams at (515)321-0652 or Stephanie Galivan at (515)321-6715. The rental deposit must be paid and received to the Gerry Allen Memorial Park within seven (7) days after the reservation was made. The rental agreement must be completed, signed, and sent to Gerry Allen Memorial Park, PO Box 302, New Virginia, Iowa 50210 within fourteen (14) days of making the reservation or emailed to gamprentals@gmail.com. If you would prefer to meet in person for contract and payment drop off, please contact Kim McWilliams. The rental fee must be paid at least thirty (30) days in advance of the actual rental date; if the date is less than thirty (30) days, 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 a 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 can be rented up to one (1) year in advance of use date.

Hours:

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

Friday – Saturday: 8:00 am – 12:00 am

Sunday – Thursday: 8:00 am – 10:00 pm

Gerry Allen Memorial Park Building Rental Features:

- Seats up to 125 people
- Items available with rental: 16 folding tables, 125 folding chairs, heat or air conditioning, electric outlets, restrooms (baby changing table in women's restroom), telephone, wireless internet
- Kitchen available for no extra charge
 - Items available: stove, refrigerator with freezer, freezer, microwave oven, coffee maker, cooking utensils, pots & pans
 - Renter must provide their own disposable cups, plates, and silverware

Rental Fee Schedule: Fees are set based on the renter's primary residence. The primary residence must be located within the New Virginia City Limits for the \$150.00 full-day rental fee.

Full-Day Rental - NV City Limits: \$150	All Other Renters: \$175
Half-Day Rental (6-Hours or Less) - NV City Limits: \$100	All Other Renters: 125
Hourly Rental - NV City Limits: \$ 25.00	All Other Renters: \$25.00

All Non-profit or City of New Virginia Groups: No rental fee.

Deposits:

Reservation/Damage Deposit of \$125.00 is due within seven (7) days after the 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 building (if no damages occurred). **Make**

Checks Payable To: Gerry Allen Memorial Park

Certificate of Insurance:

Any function at the Gerry Allen Memorial Park, under this agreement shall require "event insurance" if fifty (50) or more people are expected. The City of New Virginia will not provide this type of insurance for your rental. The renter is responsible for the insurance. Please check your homeowner's policy as there are certain types of homeowner's policies that cover this type of function. *If in need of insurance, please call Weinman Insurance in Indianola at (515)961-2567.*

Music: All live or recorded music must be kept at a minimum and discontinued at 12:00 am.

Dancing: The floor is acceptable as is, please DO NOT put anything on the floor.

Special Beverage, Entertainment, General Public:

"Special Beverage" means beer, wine, or champagne. "Entertainment" means live music or live performance of any kind. "General Public" means 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 are age twenty-one (21) and older. **No other liquor may be served. NO wine, beer, or champagne may be SOLD under any circumstances.** The City of New Virginia requires the renter to keep kegs outside. The Renter is also not permitted to prop any door open due to placement of the keg.

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 any areas of the building. A minimum of two (2) leaders/chaperones must be with groups of nine (9) or more youths. Damages will be assessed when incurred. Youth group must clean up after use. This includes sweeping floors, checking the bathrooms and wiping off all surfaces. Youth Groups must follow all other guidelines for use of the facility.

General Instructions:

This is a City of New Virginia facility to serve multiple needs for area residents. We are pleased you are using this facility for your function. Please follow the general instructions below:

1. THIS IS A TOBACCO FREE AND SMOKE FREE FACILITY. **ANYONE WISHING TO SMOKE OR CHEW TOBACCO, MAY NOT DO SO INSIDE THE BUILDING OR WITHIN TWENTY (20) 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 the cleaning checklist (attached); security system must be reactivated when leaving.
3. The key is in the key box on the east side of the building. One of the members of the rental committee will contact you one (1) to two (2) days prior to your rental with the code to the key box and the security system. After your rental, please place the key back into the box.
4. Decorations are allowed in the main room. **Absolutely no duct tape, command strips, or scotch tape allowed anywhere.**
 - Decorating Guidelines:
 - Ceilings: Use plastic hangers only, please ask for them as they will be provided. No tape, wire or string may be attached to the ceiling.
 - Walls: Use 3-M Poster tape only. No cellophane, command strips, duct tape or scotch tape.
 - Floors: Use Masking tape only.
 - Tables/Chairs: Use Masking tape only.
 - Candles: Limited to one (1) candle per table.

All Masking and Poster tape must be removed when decorations are removed.

5. Please keep all children under supervision; any running and playing must be done outside.
6. Heat or Air Conditioning: The thermostat is set at 58 F degrees in the winter and 80 F 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 heat.
7. Phone Use - The phone is primarily for emergency use. Local calls may be made from the phone.
8. WIFI is available for use while at the building. There is a password (located on the back of the router).

9. Dump all trash in the dumpster located on the northeast side of the building. Wash cans the inside and outside if needed. Put clean trash liner/bags in the cans.
10. All tabletops and chairs must be wiped clean with mild bleach/water solution.
11. If using the kitchen, clean sinks and counters, dust mop or sweep the floor, and wet mop sticky areas. Also wipe off stove, wipe out refrigerator, stove oven, and microwave oven.
12. Clean restrooms by emptying trash, wiping down counters, and lavatory facilities with the provided cleaning supplies.
13. The following supplies are available: Dust mop, broom, dustpan, trashcan liners/bags, toilet paper, paper towels, hand soap, mop, mop bucket, cleaners, and a pail. There is a container under the kitchen sink for dirty linens.
14. Any Gerry Allen Memorial Park Committee Member or City of New Virginia Official has the right to stop by and check on 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
DEPENDING UPON THE CONDITION IN WHICH YOU LEAVE THE BUILDING.**

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Cleaning Checklist

Check when complete	Item
	Tables and chairs cleaned with mild bleach and water solution
	Tables and chairs put away on carts and moved into storage room by roll-up door – please return to storage room area according to the pictures provided
	Coffee pot cleaned (if used)
	Floor swept and spots/spills cleaned with water only
	All decorations, Masking tape and Poster tape removed
	Sink, counters, and appliances wiped clean
	Restrooms cleaned
	Garbage cans emptied, cleaned, and new liners/bags put in
	All garbage put in dumpster
	All cleaning supplies put away (mop, pail, broom, dust mop/pan in utility room)
	Thermostat turned to 50 F degrees (winter) and 80 F degrees (summer)
	All lights turned off
	All doors locked, set alarm, and key returned

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GERRY ALLEN MEMORIAL PARK (GAMP) RENTAL CONTRACT

Renter Individual or Organization: _____

Address: _____

Contact Person: _____ Phone #: _____

Hereby applies to rent the Gerry Allen Memorial Park Building (GAMP) for the following purpose:

Will alcohol be served: YES NO (circle one)

Date/Times of Event: _____

Date/Times needed to set up for Event: _____

In consideration of the sum of \$_____, plus damage deposit of \$_____ (payable in advance), the Entity of the City of New Virginia hereby rents the Gerry Allen Memorial Park Building (GAMP) to the above identified individual or organization commencing on (date) _____ at (time) _____ and ending on (date) _____ at (time) _____, with the following restrictions: _____

_____.

Renter (Individual or Organization Representative) _____ hereby agrees to be responsible for the 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 the premises according to the Gerry Allen Memorial Park Building (GAMP) Rental Agreement.

The Renter agrees to indemnify and hold harmless the Entity of the 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 the Renter's guests.

Renter Signature: _____ Date: _____

Gerry Allen Memorial Park Board

Member Signature: _____ Date: _____

Deposit: _____ Payment: _____

Payment Method: _____ Payment Method: _____