

# **IOLA COMMUNITY CENTER, INC.**

## **RENTAL GUIDELINES**

Thank you for your interest in reserving the Iola Community Center (ICC) hereinafter referred to as the "Facility". The Facility includes but is not limited to the building, grounds, furnishings, or personal property.

The intent of this venue is to provide a substantial space for members of the community to be able to host family and social reservations at an affordable cost. The ICC seats approximately 100 guests with a full kitchen, stage, and a sound system (upon request).

To ensure the fees stay reasonable and to keep our newly renovated center in excellent condition for years to come, we ask that Renters adhere to these steps listed in the Rental Guidelines and Rental Agreement.

### **PROCEDURE FOR REQUESTING FACILITIES**

All requests for use of the Facility may be made in person, in writing, or via phone.

**Booking Agent:** Lindsay Willis (979-229-8205) or Paige Finke (979-219-5890)

**ICC email:** iolacommunitycenter@gmail.com

**Mailing address:** PO Box 366, Iola, TX 77861

The reservation will NOT be guaranteed until the deposit payment and a signed Rental Agreement incorporated hereto is received. The full rental fee must be received two weeks prior to reservation date. If full rental payment is not received in this timeline, reservation may be forfeited.

If you have any questions or have a problem with the Facility, you may call or text our Booking Agent. If you are unable to contact her and immediate assistance is needed, you may call one of the following ICC Board Members:

Cathy Wheaton, 979-268-8506; Emma Hamil, 713-252-5054; Sue Ellis, 979-218-7416; Lindsay Willis, 979-229-8205; Paige Finke, 979-219-5890; Erick Compian, 936-870-5765; or Halli Falke, 936-349-6510.

### **FEES**

Event Rental fee: \$350; refundable deposit: \$150

For Profit rental fee: \$450; refundable deposit: \$150

Outdoor Water Use fee: \$25

Bar Service rental fee: \$450; bar service refundable deposit: \$250

\*Separate Alcohol Use Agreement is needed.

Rental fee includes basic cleaning.

The deposit and fees may be paid with cash or check and must be separate. Checks are payable to the Iola Community Center and there will be a return check fee of \$25 if the check is returned. Deposit is due at time of booking and rental fee is due fourteen days prior to

reservation date. If the reservation date is less than fourteen days, deposit and rental fee is due at time booking.

The deposit will be returned to the Renter or the check will be destroyed within twenty days of rental less any charges for damages, not following cleaning instructions referenced in the below section, and/or any other costs incurred by the ICC due to failure of Renter to abide by the Guidelines stated herein.

## **CANCELLATION POLICY**

Renters may cancel without penalty by notifying the Booking Agent fourteen days before the reservation. Deposits are NOT refundable if cancellation is made less than fourteen days prior to reservation date.

## **REASONS FOR DENYING A REQUEST OR CANCELING A RESERVATION**

The ICC Board may deny an applicant the privilege of using the Facility, even if they are available, and/or cancel a reservation for any of the following reasons:

- Violation of rules and regulations.
- Previous incidents where use of the Facility resulted in damage, or misuse of the Facility.
- Misrepresentation of a reservation.
- Full payment & deposit is not received.
- Any action which may result in harm and/or damage to attendees, participants, Community Center representatives, or where the public is in danger.
- Improperly supervising or monitoring children, attendees, and visitors.
- Any act by the Renter that the ICC deems as a public safety issue, illegal, health risk, or damaging to the Community Center's reputation.
- Any causes beyond the ICC's reasonable control, including but not limited to tornado, earthquake, flood, fire, storm, natural disaster, act of God, government orders or any other force majeure reservation.

## **POLICY AND BUILDING USE RESTRICTIONS**

- The Facility closes promptly at 12AM.
- Smoking is not permitted anywhere in the building.
- Alcohol is not permitted.
- ICC assumes no responsibility for property left on the premises by the Renter or the Renter's guest.
- Consumption or possession of any illegal substance is not permitted.
- Unless prior arrangements have been made, the Renter may not enter the Facility to decorate until the morning of the reservation.

## **DECORATIONS**

- No stapling, taping, nailing, or tacking of banners, decoration, or other materials to the Facility, which includes but is not limited to surfaces, furnishings, fixtures, floors, walls or any other areas of the building that will result in damage.

- Combustible materials, sparklers, water-related displays, candles, smoke or fog machines are not permitted.
- Tinsel, small jewels, glitter, confetti, rice, birdseed, stickers, or silly string are not permitted.
- All decorations and items must be removed from the Facility immediately following the reservation.

## **RESPONSIBILITY OF THE USER**

- The Renter is responsible for leaving the Facility as it is found. The Booking Agent or a ICC board member will walk the Facility before and after a reservation to make note of its condition.
- Any damage done to the Facility by a Renter that is not covered by the deposit will be the financial responsibility of the Renter.
- A person over the age of 21, responsible for the reservation, must be present for the entire reservation.
- Set-up, break down, and clean-up of any program or reservation is the responsibility of the Renter.
- The Renter assumes full responsibility for personal injury to any participant, guest, or spectator.

## **CLEANING INSTRUCTIONS**

**If these cleaning instructions listed below are not followed, the deposit will NOT be refundable.**

1. Tables located inside the Facility are for indoor use only. Clean all used indoor tables and stack in designated area.
2. Put up all chairs in the designated area.
3. Clear out any food, including from the fridge and freezer, and clean up any spills, if necessary.
4. Ensure all items are cleared of anything brought in by your party.
5. Inspect the Facility for any trash, debris, food leftovers, decorations, etc., and remove everything from the premises. This includes debris left over from extinguished cigarettes.
6. Remove any signage, including signs left on poles, post, and building.
7. All trash and trash can liners, including bathroom trash, must be removed from the Facility.
8. Turn off all AC/Heat units, water faucets, lights, and appliances.
9. ENSURE THAT ALL DOORS ARE LOCKED BEFORE LEAVING THE FACILITY. Lock glass doors and exit through the side door nearest to the stage.

Thank you for taking care of our Facility!

## IOLA COMMUNITY CENTER, INC.

### RENTAL AGREEMENT

This agreement is entered into by and between Iola Community Center, Inc. (ICC) and \_\_\_\_\_ (Renter), whereas ICC does agree to rent to above said Renter the ICC Facility of Iola, Texas for a period of 1 (one) day on \_\_\_\_\_.

By ruling of the Iola Community Center, Inc. Board, the Rental Guidelines are a binding part of this agreement and are accepted upon executing the Rental Agreement.

I, the undersigned, representing myself and the above named organization, do hereby agree to be bound by and comply with all of the terms listed in the Iola Community Center, Inc. Rental Agreement and Rental Guidelines. I agree to be present and responsible during the reservation. Further, I accept responsibility for damages caused to the Facility. I understand and agree that ICC and its Board Members shall not incur any liability for any injury to persons or damage to property experienced by the use of this Facility. I further agree that the Community Center and all Board Members shall be held harmless from any and all liability arising out of the Renter's use of the Facility. I agree that violation of any of the terms of this agreement and the Rental Guidelines may be cause for immediate removal from the premises and further liability upon the Renter.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Renter Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Renter Email

\_\_\_\_\_  
Renter Phone Number

ICC Use Only:

Reservation Date \_\_\_\_\_

Reservation Type \_\_\_\_\_

Date Pymt. Rec'd. \_\_\_\_\_ Check # \_\_\_\_\_

Amt. Rec'd. \$ \_\_\_\_\_