

CITY OF ALTOONA
PARKS SHELTER RENTAL AGREEMENT



RENTAL INFORMATION

Rental Location: _____ **Rental Date:** _____

Rental Fee **Deposit**

Total Due: \$ _____ \$ _____

Contact Information:

Weekend Parks Floater Phone – (515) 710-7450
 Parks Emergency Phone – (515) 208-9592

Weekday Parks Office Phone – (515) 967-5203
 City Hall – (515) 967-5136

Rental Schedule:

Morning (1/2 Day) Afternoon (1/2 Day) Full Day
 7:00 a.m. – 3:00 p.m. 4:00 p.m. – 10:00 p.m. 7:00 a.m. – 10:00 p.m.

Premises	Rental Fee (1/2 day/full day)		Deposit (1/2 day/full day)	
	Resident	Nonresident	Resident	Nonresident
Enclosed Shelters: Lions Park Shelter	\$75 / \$150	\$125 / \$250	\$100 / \$100	\$100 / \$100
Open Air Shelters: Haines Park Shelter Haines Park Performance Stage Haines Park Rose Garden Gazebo Enabling Garden Shelter Village Park Shelter	\$50 / \$100	\$60 / \$120	\$50 / \$50	\$60 / \$60

RENTAL POLICIES

1. With an advance written request on the organization’s letterhead, churches within the city of Altoona and Southeast Polk Schools can have the rental fee waived. However, the deposit must still be paid and the rental agreement signed.
2. For private parties, the renter is responsible for providing and removing after the event any additional amenities not already included at the shelter or park to include chairs, trashcans, tents, or portable toilets.
3. For public events, please reference the City’s Events Policy.

The City of Altoona, as Owner, and _____, as Lessee, hereby enter into the following rental agreement under the following terms and conditions:

The terms and conditions are required of all paying renters or nonprofit civic groups.

1. The Lessee shall have possession of the premises from _____ until _____ on _____
(time) (time) (date)
2. Lessee shall pay a rental fee in the amount of \$ _____, said fee to be paid no later than one week prior to the rental date. PAYABLE TO CITY OF ALTOONA.
3. Lessee shall pay, in addition to the rental fee, a security deposit, in the amount of \$ _____ by separate check, said fee to be paid at time of reservation to guarantee rental date and time. The Owner will refund the security deposit no later than 21 days if the premises are left in the same condition as when occupied. The payment of the security deposit does not release any individual from damages that may be incurred at the shelter house. PAYABLE TO CITY OF ALTOONA.
4. Keys will be given out for Lions Park Shelter from City Hall the day before the rental during normal business hours Monday through Friday from 8:00 a.m. to 4:30 p.m. Please return the keys to the drop box behind City Hall following the rental.
5. If cancellation is necessary, Lessee **must** notify the City at least seven working days prior to the rental date, or the rental fee will not be refunded. In the event of a cancellation, the security deposit will be returned if the premises were not occupied and proper notice was given to the City.
6. The Lessee warrants that he or she will be personally responsible for the cost of all repairs or damage to the premises during the above-stated rental time. Lessee further agrees to hold harmless and indemnify the City of Altoona, its agents or employees from and against any liability in connection with said rental.
7. The rental fee does not cover the cost of any additional janitorial services. If the premises are not left in the same condition as they were found, there will be a charge of fifty (\$50.00) dollars per hour per person for the cleanup with a minimum fifty-dollar charge, plus any additional costs for reasonable repairs.
8. The Lessee has received the Lions Park Shelter Checklist and understands the financial penalty they will incur if any or all of the items on the checklist are not completed satisfactorily.
9. **PARK HOURS ARE 7:00 A.M. UNTIL 10:00 P.M. City and state code prohibits the use of alcoholic beverages on city-owned properties. By state code, smoking is not allowed in the parks shelters.**
10. I, _____, the Lessee herein, do hereby acknowledge that I have read, understand and will abide by the terms and conditions of the above agreement.

*****REASON FOR THE RENTAL _____

If a Public Event has an Event Form been filled out? _____

LESSEE

Name: _____

Organization: _____

Address: _____

City: _____

Telephone No.: _____

Date of Agreement: _____

For Staff Use Only:	
Security Deposit:	\$ _____
<input type="checkbox"/> Cash	<input type="checkbox"/> (Check No.) _____
<input type="checkbox"/> Check	_____
Accepted By:	_____
Rental Fee:	\$ _____
<input type="checkbox"/> Cash	<input type="checkbox"/> (Check No.) _____
<input type="checkbox"/> Check	_____
Accepted By:	_____

Any deviations from these regulations and terms must be requested in writing and approved by the City Clerk's office.

SHELTER CLEAN UP CHECKLIST

To help keep rental costs low and to provide a pleasant experience for the next user, each renter is responsible for the following:

Enclosed Shelters

- Empty ALL trash containers into garbage bin and replace liners.
- Sweep all floors and wet mop all floors.
- Wipe down all tables.
- If the oven is used, clean it inside and out.
- Refrigerator is to be wiped out and no food or ice left inside.
- Kitchen counters are to be wiped clean.
- If the grounds around the shelter are used, they are to be picked up..
- No tape is to be used on the walls or ceilings. "Fun tac" or a similar product is recommended to attach banners and such.
- Turn thermostat back to 72 degrees, if you turned it up or down
- Move tables and chairs back where you found them
- Close all windows, turn off lights, and lock doors.
- If any decorations were taken down, they are to be put back up.
- Key returned to City Hall and put in the water payment slot at 407 8th St SE, Altoona**

Please note: Lions Shelter cleaning supplies are located in the kitchen closet and in the dark gray cabinet next to the hand wash sink.

Open Air Shelters

- ALL trash and debris is to be picked up from within shelter and surrounding area.
- No tape is to be used on the walls or ceilings. "Fun tac" or a similar product is recommended to attach banners and such.

A cleaning fee will be charged if these items are not completed satisfactorily. Cleaning fees are \$50.00 per hour per person with a minimum \$50.00 charge.

If there is a disagreement with the cleaning fee charged, an appeal of the charge may be made at the next Park Board meeting. These meetings are typically held on the 4th Wednesday of each month at 6:30 p.m. at Altoona City Hall.