Please return completed
form to City Hall
135 West 5th St
Garner, IA 50438
Phone 641-923-2588

Garner Education Center
325 West 8th St
Garner, IA 50438

Rental Date _____/_____/_____ Must be no more than year from today
Rental Agreement between the City of Garner and:

Primary Contact Person_____
(Hereafter known as renter)
Address_____ City_____ State_____ Zip_____

Phone_____ Email Address_____

Room Rental Rates:

Monday through Friday	$30 for ½ day	$60 for full day
Saturday and Sunday	$45 for ½ day	$90 for full day

- In general, a half day is defined as 8 a.m. to 12:30 p.m., 1 p.m. to 5 p.m., or 6 p.m. to 10 p.m.
- A deposit fee and payment are due before the event. Checks are made payable to the City of Garner. (Deposit fee will be returned when the key and checklist are dropped off at City Hall and the room is found to be in orderly condition.)
- The event will not be added to the calendar until the completed form, deposit, and payment are received.

I agree to pay the rental fee of _____ for _____ to_____ on_____
(amount) (date) (time) (date)
Renter hereby agrees that they are renting the Garner Education Center on the above date from the City of Garner and that, in doing so, they have read and understand the rules and regulations that are required of persons and groups who rent the Garner Education Center. **The renter agrees to the following rules and regulations:**

- I understand that I am responsible for any damage that occurs during my rental, including any unreported damage.
- I understand that I will be billed and am responsible for the cost of repairs if damage occurs and if additional cleanings are needed after the event.
- I agree that I will not use the Garner Education Center for a profit event.
- Use of wall adhesives must be approved by the Ed Center staff. I agree to clean up and remove the trash from the facility at the end of my rental period, including the removal of tape, banners, and streamers that I may hang. (**Bag all garbage & place in a large container in the storage/utility room located in room 101).**
- I understand that absolutely **NO alcoholic beverages or smoking in the Ed Center or on the grounds is allowed.**
- **I agree to follow all rental rules, ensuring all items are complete on the list provided.**
- I agree to hold the City of Garner harmless for any injuries that happen as a result of my rental of the Garner Education Center.
- I understand that the rental date is not booked until this form, deposit, and payment have been completed and received. Including my signature, the rental fee has been paid to the City of Garner.

Signature_____ **Date**_____

Garner Education Center
325 West 8th St
Garner, Iowa 50438
Name_____
Room_____

Rental Rules:
Please check off each item below when completed.

☐ No puncturing of walls or ceilings

☐ Tables and counters must be wiped clean

☐ Floors must be vacuumed as well as the entrance. Vacuum is located in the storage/utility room, located in room 101

☐ All Trash emptied and removed (placed in storage/utility room located in room 101)

☐ Refrigerator cleaned out

☐ Make sure all exit doors are closed and locked as you leave, unless Ed Center staff indicates otherwise

☐ Check Restrooms and ensure they are left in the same condition in which it was found

☐ The room must be returned to how it was set up upon arrival

☐ Please remove all personal items by the end of your rental period

☐ If rental is after normal work hours, a key must be picked up and returned to City Hall at 135 West 5th Street

The deposit fee will be returned if all rental rules are followed. The deposit will be returned when the key and a signed copy of the rental rules form are signed and dated.

Signature_____

Date_____