

# Doon Community Center Rental Agreement

Availability may be viewed on the City of Doon website: [Click Here](#)  
To make reservations, contact 712-470-8852.

Fitness Center Members still have access to the gym and fitness equipment unless you rent the entire building. At no time is the fitness center included in the rental (you and your guests must stay out of the fitness center)

All renters will be provided with a renters agreement that outlines the expectations.

A cleaning deposit of \$500 is required for weddings and quinceaneras which is required **before** your name gets put on the schedule. This deposit is non-refundable if cancellation occurs within one month of the event, or if you do not show up.

Any other deposit checks will need to be received within 10 business days of talking/scheduling the event. Deposits are non-refundable if cancellation occurs within one week of the event.

All rental checks are due when keys are issued.

The small meeting room within the community center requires a \$100.00 deposit.

The gym requires a \$200.00 deposit. The entire building requires a \$250.00 deposit.

If expectations are met, the cleaning deposit check will be shredded after 1 week of rental. If the expectations are not met, the cleaning deposit will be used.

If the community center is rented back-to-back, not allowing us time to inspect or clean the facility, take pictures of the area of concern before rental for proof of damage/mess at the start of your rental.

## General Renting Fees

|  | <u>Without kitchen</u> | <u>With kitchen</u> | <u>Deposit</u> |
|--|------------------------|---------------------|----------------|
| <b><u>Small meeting room (holds 80 people)</u></b>                     | \$100.00               | \$150.00            | \$100.00       |
| <b><u>Gym (holds 320 people)</u></b>                                   | \$350.00               | \$400.00            | \$200.00       |
| <b><u>Entire building except fitness center (holds 400 people)</u></b> |                        | \$500.00            | \$250.00       |

**The deposit amount is the same amount whether you rent the kitchen or not.**

### The kitchen includes:

|                                     |  |                  |
|-------------------------------------|--|------------------|
| -large walk in cooler               | -1 hand sink by the door               | -microwave       |
| -industrial 2 door standing freezer | -mop sink in the kitchen cleaning room | -big coffee pots |
| -2 sinks in the island              | -4 burner stove                        | -roasters        |

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|  |                   |
|--|-------------------|
| <b><u>Entire building except fitness center (weddings, quinceanera)</u></b>                      | <b>\$1,000.00</b> |
| <b><u>holding/cleaning deposit (need at the time of the booking)</u></b>                         | <b>\$500.00</b>   |
| <b><u>renting the building the day before (starting at noon till the end of the wedding)</u></b> | <b>\$500.00</b>   |
| <b><u>renting the building the day after (have stuff out by 10 AM)</u></b>                       | <b>\$500.00</b>   |

There will be risers for the head table at no extra charge.

There will be a full sound system & projector at no extra charge.

Renters are responsible for setup and take down of all tables and chairs in the gym.

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## Team Rental Fees

**Team Practices** -\$40.00 for the whole court for 2 hours.

**Tournaments**- gym- \$350.00 with a \$200.00 deposit  
gym + kitchen- \$400.00 with a \$200.00 deposit

**The Community Center is not considered reserved until the Renter has completed and signed the Doon Community Center Rental Agreement; and deposit fee received.**

The Renter signing the agreement shall be personally responsible for the payment of the rental fee. The City of Doon has the right to refuse access and/or rental privileges to anyone.

The City of Doon strictly prohibits the sale of alcoholic beverages within or on the premises of the Doon Community Center by any individual, group or organization except the Doon Fire & EMS Department. The Doon Fire & EMS Department is the **ONLY** entity authorized to sell alcoholic beverages at the facility, as they hold a valid liquor license. Renters who wish to offer bar services at their event must coordinate directly with LeeAnn Reichert at 712-470-1655. A minimum fee of \$300 (to the Doon Fire & EMS Dept.) will be charged for their bartending services. Renters are permitted to bring their own alcoholic beverages for personal consumption or to provide to their guests, provided that no alcohol is sold, exchanged, or otherwise provided for any form of payment. By renting the facility, the renter agrees to comply with all terms outline in this policy.

**Absolutely NO confetti or glitter is allowed in the building! The use of entertainment foggers is prohibited,** these devices activate the fire alarms. Please do not hang anything up on the drywall.

### Keys/Entry Information

A fob or key will be supplied the day of rental.

**Clean-Up** All Renters/Users must:

- clean off and dry tables and chairs.
- return tables and chairs to their original location. (if renting the gym)
  - clean the kitchen area. (sinks, counters, etc.)
  - take garbage out to the dumpster located on the east side of the building.
    - sweep and mop the floor. (spot mop the gym as needed)
    - vacuum as needed.
    - make sure you lock every door you unlocked.
    - please put the rental key in the dropbox located on the north side of the building when you are done with your event.

Renter/User is responsible for any vendors, equipment, visitors, and cleaning personnel to have everything be over with at **midnight** of the rental date and be out of the building by **1AM**. Please put your key in the dropbox located on the north side of the building when you are done with your event.

There will be cleaning supplies for you in the kitchen mop sink room. You are responsible that no children get into the cleaning supplies while renting the community center. If additional clean-up is required it is at the sole discretion of the City to charge additional clean-up fees. Any items remaining in the room following the rental date will be disposed of.

**Emergency Numbers:**

If you encounter a maintenance emergency, contact Blake at 712-470-5913 or Tim at 712-441-3140.

## Rental and Indemnification Agreement, Release Form and Waiver of all Claims

- 1. AGREEMENT:** The consideration for being allowed to use the Community Center is that the undersigned voluntarily enters into the following agreement.
- 2. RENTER/USER ACKNOWLEDGES AND ASSUMES ALL RISK:** The undersigned hereby voluntarily assumes any and all risks, including injury to their person and their group/guests now or in the future which may be caused as a result of the use of the Community Center.
- 3. INTENTION OF THE PARTIES TO COMPLETELY DISCHARGE THE COMMUNITY CENTER AND THE CITY OF DOON AND HOLD THEM HARMLESS FROM ALL CLAIMS:** It is the intention of the parties that in consideration for permission to use the Community Center is that the undersigned and all of the undersigned's group/guests voluntarily releases, waives, discharges, and holds harmless the Community Center and the City of Doon and their owners, employees, agents, affiliates, and Insurance Company from any and all claims, demands and causes of action of any nature whatsoever which they, their estates, spouses, family, members, assigns, successors, and others they allow to use the Community Center may have against either or all of them, for, on account of, or by reason of the assumption of risk.
- 4. COVENANT NOT TO SUE:** The undersigned covenants that the undersigned shall not now or at any time in the future directly or indirectly commence or prosecute any action, lawsuit, or other proceedings against the Community Center or the City of Doon and their owners, employees, agents, affiliates, and Insurance Company concerning, arising out of, or related to the actions, claims, and demands hereby waived, released or discharged by the undersigned.
- 5. ASSURANCE BY THE UNDERSIGNED:** The undersigned has full power, authority, capacity and right without limitation to execute, deliver, and perform this release.
- 6. THIS AGREEMENT AND RELEASE IS BINDING AND UNCONDITIONAL:** This agreement and release is unconditional and shall be binding upon the undersigned and the undersigned's spouse, legal representative, heirs, successors, and assigns, and parents or guardians.
- 7. THE RENTER /USER AGREES TO INDEMNIFY AND DEFEND THE COMMUNITY CENTER AND THE CITY OF DOON:** The undersigned will indemnify and defend the Community Center and the City of Doon and their owners, employees, agents affiliates, and insurance Company, for any lawsuits or causes of action brought against the Community Center, City of Doon and their owners, employees, agents, affiliates, Insurance Company due to the use of the Community Center.
- 8. PAYMENT FOR DAMAGES CAUSED BY RENTER/USER:** The undersigned will pay for damages to the facility caused by their use of the facility.
9. The undersigned states that he or she has inspected the premises and found it in good repair and free from any defects.
10. The undersigned understands that he or she is responsible for the Community Center during the time of his or her use and understands that he or she will have to pay for any amounts required to bring the Community Center back into the same condition as it was prior to his or her use.
11. The undersigned shall not allow the sale, possession, or consumption of alcohol by anyone under the legal drinking age at any time.
- 12. THE ABOVE IS GOVERNED BY IOWA LAW IN THE IOWA DISTRICT COURT FOR LYON COUNTY.**

**THE UNDERSIGNED HAS CAREFULLY READ THE ABOVE:** The above has been carefully read by the undersigned, and the undersigned fully understands its terms and it is voluntarily executed.

\_\_\_\_\_  
**PRINT First and Last Name of Renter/User**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State**

\_\_\_\_\_  
**ZIP Code**

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
**Rental Date**

**Would you like the fire department to serve alcohol**

Yes

No

\_\_\_\_\_  
**Please state what you would like to rent**

\_\_\_\_\_  
**Type of event**

**About what hours do you plan to use the community center? Just a reminder that renters are responsible for setting up and taking down all tables and chairs in the gym, so be sure to factor in that time along with the client clean-up list shown above. We ask for this so we can add it to the calendar and let fitness members know when the gym will be reserved for a private event. For example- 8AM-3PM**

I, the undersigned, have carefully read and understand the terms and conditions of this agreement. I agree to fully abide by the terms of the agreement. I have voluntarily executed this agreement.

\_\_\_\_\_  
Signature of renter/user

\_\_\_\_/\_\_\_\_/20\_\_\_\_  
Date

