

**Adair Community Center
City of Adair, IA**

Dear

Please find enclosed the contract and rules for the use of the community center. You can either drop off or mail your completed contract to the Adair City Hall. Please enclose **two separate checks** made out to the **"City of Adair"** with your contract: one check for the rental fee and one for the deposit. On the day before your event, pick up the key to the community center during business hours of the Adair City Hall. **You will only have access to the community center on the day of your event.** If you

have any questions, please let us know.

Please make sure you include the following with your rental contract.

- One check made out to the City of Adair for rental fees
- One check (separate one) made out to the City of Adair for deposit fees
- Signed rental contract

Sincerely,

Adair City Hall

Adair City Hall
PO Box 66
Adair, IA 50002
Ph# 641-742-3751

Adair Community Center
308 Stuart St

Adair Community Center Rental Contract & Rules

Capacity: 240 people

There are 24-6' round tables, 8-30"x96" rectangle tables, & 240 Stacking Chairs.

Kitchen contains: 2 stoves, microwave, cooler, freezer, 1-100 cup coffee maker, limited utensils and kitchen towels and dish clothes.

The undersigned agrees to the following:

Rental & Deposit Fees **Make checks payable to the "City of Adair"**

(Please make out 2 checks. Deposit will be refunded once facility is inspected & found acceptable.)

Rates effective as of August 1, 2023

- Standard Rate \$ 100.00 deposit \$300.00 (Price for one day)

- ✓ **YOU ONLY ARE TO ACCESS THE COMMUNITY ON THE DAY OF YOUR EVENT.** Unless you pay for the full weekend, do **NOT** use the building if you did not pay for that day.
- ✓ No smoking in the building.
- ✓ No nails, tacks, or pins are to be used on the walls, woodwork, or ceiling.
- ✓ No ceiling decorations.
- ✓ Please no pets, unless service animals.
- ✓ Do not allow anyone to hang on the coat racks.
- ✓ Do not block any of the fire exits.
- ✓ Kitchen equipment & items are allowed to be used. Just wash, dry, and return items to where they were found. Clean all stoves, cooler, freezer, sinks, and counter tops.
- ✓ Clean up will need to be completed on the day of use.
- ✓ Please bag up all trash and take to the City Shed dumpster 115 Hillcrest unless other arrangements are made.
- ✓ All floors must be swept and mopped.
- ✓ Restrooms must be wiped down and swept.
- ✓ All tables and chairs must be wiped clean and put back in the storage room.
- ✓ Lock all doors when you leave and return the key back to the Adair City Hall.

Any damages to the facility or equipment will be paid by the rental party.

CITY IS NOT RESPONSIBLE FOR ACCIDENTS WHICH OCCURS ON THE PROPERTY.

Signature of Responsible Party _____

Printed Name of Responsible Party _____

Phone: _____ Address: _____

Date of Event: _____ City/State/Zip: _____

Purpose of the Event: _____

Date Rent Paid _____ Rent Amount _____ CK/RCP# _____

Date Deposit Paid _____ Deposit Amount _____ CK/RCP# _____

Key Number Given _____ Date Key Given _____ Date Key Returned _____

Deposit Refunded Y N Amount _____ Date issued/CK Returned _____