

**Town of Iowa  
Iowa Community Center  
207 W Hwy 90  
Iowa, LA 70647  
337-582-3535**

**(NOTICE: THIS IS A NON-SMOKING BUILDING)**

**RENTAL CONTRACT**

I, \_\_\_\_\_, have read and understand the attached contract and agree to all of the terms and conditions.

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

**Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

Terms and Conditions of Rental: Lessee agrees to pay according to the following fee schedule:  
\$600 TOTAL WITH \$200 DEPOSIT REFUNDED AFTER EVENT IF CENTER LEFT AS RECEIVED.

**FEES DUE IMMEDIATELY WITH CONTRACT FILLED OUT:**

Booking Fee (non-refundable): \$100.00

Deposit: \$200.00

Rental Deposits will be refunded upon inspection by the Town Representative. Refundable fees will be issued by check to the Lessee within fifteen (15) days from inspection.

**FEES DUE 10 DAYS PRIOR TO EVENT:**

Rental fee for the first 6 hours: \$300

Every hour after first 6: \$50 per hour

The center will be used for the following event:

**ALL EVENTS MUST END BY 12 am. KEYS MUST BE RETURNED TO THE IOWA POLICE DEPARTMENT DISPATCH OFFICER IMMEDIATELY FOLLOWING EACH EVENT.**

**Event description:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ **Clerk:** \_\_\_\_\_  
**Amount Paid:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ **Clerk:** \_\_\_\_\_

**Cancellation:** All fees, except booking fee, are refundable if cancellation is made in writing thirty (30) days prior to the event. Lessee agrees that Lessor shall have the right to retain in full, full rental fees called for by this agreement as liquidated damages and reimbursable expenses for cancellation less than 30 days from the date of the event.

**Indemnity:** Lessee agrees to indemnify and hold harmless Lessor (Town of Iowa) against any and all claims, causes of actions, demands, suits, judgements, awards for personal injury, bodily injury, death, property damage, and losses arising in connections with or resulting from Lessee's operations hereunder which may be brought by Lessee's employees, agents, patrons, licenses, subcontractors and any and all third party parties which arises out of, result from or way connected with Lessee's operations on or use of the premises herein or Lessee's acts, activities or presence which shall remain the responsibility of the Lessor.

**Assignment:** Lessee may not assign any rights under this agreement or delegate any duties hereunder, transfer of otherwise encumber any interest in this agreement without the expressed written consent of the Lessor.

**Uses:** Lessee agrees not to use the premises for any purposes other than the event scheduled an in no case shall any event or use violate any laws, ordinances, or regulations adopted by federal, state or local governments and agencies, and all facility rules and regulations as provided by the Lessor. Lessee agrees not to permit the presence, disposal, storage or release of hazardous substances upon the lease premises during the term of the lease. Lessee shall make no additions or alterations to the premises.

**Non-smoking Policy:** Lessee agrees to abide by the Town of Iowa's non-smoking ordinance in public buildings. Absolutely no smoking is permitted in any area of the building.

**Surrender of the Premise:** Lessee agrees to surrender the leased premises and return same in the condition received, reasonable wear and tear expected, upon the expiration of the period for move out or earlier. Lessee agrees to remove the dispose of all items used in the event. Lessor shall have the right to collect and retain custody of any and all articles, equipment, property or property disposal, which are left in the building by Lessee, its patrons or persons. Lessee agrees to indemnify and hold harmless Lessor for any loss or liability on account of any articles, equipment or material left on the premises. Lessee agrees to leave the building in the general condition as when the premises were leased. **(Lessee is responsible for all damage costs above the \$200 deposit required).**

All refundable fees will be issued, by check to the Lessee within fifteen (15) days from the end of the event.

Lessee (renter) agrees to all terms of this lease and agrees that the attached Rules and Regulations are part of this agreement.

**Lessor:**

\_\_\_\_\_  
Town of Iowa Representative

**Lessee:**

\_\_\_\_\_  
Event Representative

## Rules and Regulations

Permission for use of the Community Center will only be granted to responsible adults 21 years of age or older. Use of the Center will be determined on a first come – first served basis. The Center cannot be booked/reserved more than a year in advance.

Request for use of the building will be weighted and either granted or denied on an individual basis. Mayor and Council reserve the right to deny any individual, group, or organization use of the building for any function. The Town of Iowa reserves the first rights for the use of the facility for town functions.

### **\*\*\*Renters will be responsible for all cleanup and damages\*\*\*** **(Building must be left exactly how you received)**

1. No alternative cooking devices are allowed in the kitchen area except for electrical warming devices that will not damage surfaces.
2. No dragging of tables, instruments, musical equipment or any other heavy object on the floors. Extensive scratching of the floors may constitute damage for which renter will be responsible.
3. Do not sit or stand on tables, countertops, or sinks.
4. No substances of any kind may be used on the floor for dancing or other purposes.
5. No decorations or signs shall be attached, in any way, to any part of the wall/ceiling or floors.
6. No cleaning of BBQ pits at the center. Do not dispose of charcoal at the center.
7. No seafood boils are allowed.
8. No bounce houses or fun jumps allowed.
9. No loose glitter or confetti.
10. No open flames, such as candles, of any kind.
11. Renters are responsible for removing all decorations and personal items brought into the facility. Town of Iowa will dispose of any items remaining on the premises six (6) hours after the function ends.
12. Nothing in a permanently placed location shall be relocated for any reason upon renting the facility.
13. Any property belonging to the center discovered missing upon conclusion of the rental will be billed accordingly.
14. Rental of the facility by private person for their taxable gain is not allowed. This provision does not apply to political fundraisers or charitable benefits.
15. Should security be needed for a function, it is the responsibility of the renters of the facility to make arrangements for such security at their cost.

16. No alcohol sales by renter allowed on premises unless renter obtains all necessary state permits for the function. Renters are required to comply with State Laws and Regulations regarding alcohol sales and consumption.
17. For student functions, absolutely no alcoholic beverages will be allowed. Chaperones are required to be in attendance. It will be the renter's responsibility to provide a safe environment during youth functions at this facility.
18. State Law R.S. 14:103.1 states: Emanation of excessive sound or noise
  - (a) The sound or noise emanating from the sound amplification system is audible at a distance of greater than twenty-five (25) feet which exceeds eight five (85) decibels.

Iowa Code of Ordinance: Noise-Generally: Musical instruments. The playing of any radio, phonograph or other musical instruments in such manner or with such volume particularly during the hours between 10:00 pm and 7:00 am as to annoy or disturb the quiet, comfort or repose of person of ordinary sensibilities in any dwelling, or other type of residence is prohibited.

19. **The building is to be locked at the end of the event. It is the renter's responsibility to secure the building and return the key by the town representative's instructions.**

I have read and understand the above rules and regulations and do hereby fully agree to comply.

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Renter

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Town Representative

## CLEANING CHECKLIST

- Please do not drag tables and chairs. They scratch the waxed floors
- Wipe down all tables, chairs and countertops.
- Windex front doors and windows.
- Clean bathrooms – toilet, sink, mirror and floors. Empty bathroom trash, replace toilet paper and tri-folds.
- Dump all other trash and replace trash bags.
- Clean stove, microwave, grill and sink if used.
- Wipe inside and outside of refrigerator and freezer.
- Vacuum rugs.
- Dust mop floor before mopping.
- Mop floors.

I understand that I am fully responsible for cleaning the Community Center after my event. I understand that my deposit will be withheld for any damages.

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Renter

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Town Representative

**Iowa Community Center  
207 W. Hwy 90  
Iowa, LA 70647**

**Quick Reference for Renters**

**\*Maximum Capacity is 200**

**\*Square Footage of Community Center (Main Hall) is 2,806 and is 46'x61'**

**\*Chairs = 195**

**\*Round Tables 6ft = 22**

**\*Buffet Tables 8ft = 2**

**\*Buffet Tables 6ft = 4**

**\*We provide cleaning supplies which are in the utility closet in the kitchen.**

**\*The Community Center has a full kitchen including an ice maker.**

**If you have an emergency or concerns/problems about the Community Center and it is after our normal business hours (M-T 7:30a-4:30a or F 7:00a-12p) please contact the Iowa Police Department at 337-582-3636 and they will call someone out for you.**

**Thank you,  
Iowa City Hall**