

Nevada Senior Community Center (NSCC)

Rental Agreement

1231 6th Street 515-382-5466

Nevada, Iowa 50201

cityhall@cityofnevadaiaowa.org www.cityofnevadaiaowa.org

Date of agreement: _____ Reservation made in name of: _____

*After reservation has been made, no further discounts are allowed.

Contact name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: Days: _____ Evenings: _____ Email Address: _____

Additional Information: _____

Rates and Fees:

The NSCC rental fees are on the back of this form. Reservations may be made up to one (1) year in advance from the present calendar month.

Rental Date(s): _____ Purpose of Rental: _____

Down Payment Fee: _____ Cash/Check #: _____ Date Paid: _____ Receipt No.: _____

Remaining Balance: _____ Cash/Check #: _____ Date Paid: _____ Receipt No.: _____

Security Deposit Paid: _____ Cash/Check #: _____ Date Paid: _____

Reservation/Cancellation Policy:

At the time of booking your event, in order to reserve the date, the entire rental amount must be paid within 5 days. A security deposit in the amount of Two Hundred Dollars (\$200.00) in the form of a separate check **is also required prior to key pick up at City Hall. Renters must stick to their reserved day and hours of operation. Additional fees will be charged for using the facility outside of scheduled rental hours.**

Any cancellations more than 60 days prior to the reservation date, will receive one half of the rental fee back and the entire damage deposit. If a cancellation is made less than 60 days in advance, no refund of the rental fee will be issued. The security deposit will be returned.

By signing this agreement, I agree that I have received and read the NSCC Rules and Regulations and the NSCC Rental Inspection Checklist. I agree to be personally and individually responsible for abiding by and enforcing the rules, along with the group or organization that I represent. I am authorized to sign this agreement on behalf of the organization. I further understand that no reservation will be confirmed until this signed agreement is returned together with the Down Payment fee and the Security Deposit payable to the Nevada Senior Community Center.

Signature

Date

Returned Copy provided by

Date

510.1 SENIOR COMMUNITY CENTER

1. Sunday – 9:00 a.m. – 9:00 p.m. **\$250.00 per full day**
2. Monday – Thursday – 5:00 p.m. – 9:00 p.m. **\$75.00/evening**
3. Friday – 5:00 p.m. – 11:00 p.m. **\$100.00/evening**
4. Saturday – 9:00 a.m. – 11:00 p.m. **\$250.00 per full day**
5. **Cleaning**/Damage/Security Deposit **\$200.00**
(**Cleaning**/Damage/security deposit will be refunded after inspection following event. **If facility is not cleaned or damaged in any way full deposit will not be returned.**)

Senior Rates (for seniors over 60 on the day of the event) – effective January 1, 2012

1. Sunday – 9:00 a.m. – 9:00 p.m. **\$200.00 per full day**
2. Monday – Thursday – 5:00 p.m. – 9:00 p.m. **\$50.00/evening**
3. Friday – 5:00 p.m. – 11:00 p.m. **\$75.00/evening**
4. Saturday – 9:00 a.m. – 11:00 p.m. **\$200.00 per full day**
5. **Cleaning**/Damage/Security Deposit **\$200.00**
(**Cleaning**/Damage/security deposit will be refunded after inspection following event. **If facility is not cleaned or damaged in any way full deposit will not be returned.**)