

West Branch Community Center Rental Policy

The time specified on the reservation form is the only time the building is to be used for the event. Additional time for the event set-up will be deducted from the security deposit. All rentals are charged a security deposit regardless of the situation.

A deposit of \$150 and proof of liability insurance will be required prior to rental of the building. Security deposit may be returned following use provided the building is left in a clean condition. Cleaning checklists are given at the time of receiving the building key. Keys and the completed cleaning checklist must be returned to City Hall no later than the next business day following your event. Keys and the completed checklist may be left in the City Hall drop box. If the key is not returned there will be a \$5.00 (five) charge for each day it is not returned. This will be deducted from the security deposit.

Any damage to the building and/or the property will be charged to the security deposit.

Any reservations for activities of a repeating nature (more than twice) must be received in writing and approved by the City Manager. If the request is denied, an appeal may be submitted to the City Council for further review.

Keys must be picked up for weekday rentals the day of the event. For weekend rentals, keys must be picked up the Friday prior to the event. The keys can be picked up at West Branch City Hall, 121 N 4th Street. Business hours are 8:00am to 4:30pm.

Full payment must accompany application form to secure reservation.

All reservation forms will be considered in the order received. A separate application must be submitted for each period of use.

Applications must be received at City Hall at least seven days prior to intended use date.

Reservations can only be made by mail or in person; telephone reservations will not be accepted. Capacity of the Center is 300.

After the reservation has been made and paid for, a refund may be made only if the reservation is cancelled two weeks prior to the scheduled use. Other refunds may be authorized in special cases by the City Manager.

You must be 18 years of age to reserve the facility and responsible adult supervision must be provided at all times to insure that the center and surrounding grounds are utilized in a safe and orderly manner.

To the fullest extent permitted by law, _____ agrees to defend, pay on behalf of, and hold harmless the City of West Branch, its elected and appointed officials, employees and volunteers and all others working on behalf of the City of West Branch, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of West Branch, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the City of West Branch, and/or in any way connected or associated with this contract.

Signature of Renter

Date

For department use only

Application has been confirmed - Date: _____ Time: _____

Signature of City Employee: _____ Date: _____