

SAMUEL H. BRIDGE, AMERICAN LEGION POST #396
315 2nd STREET NW, BONDURANT, IOWA 50035
515-967-3433

BUILDING USAGE AGREEMENT

Please print, fill out completely, and mail along with the ½ the rental fee to be placed on the calendar.

RESPONSIBLE PERSON(S) _____

ADDRESS _____

HOME PHONE NUMBER _____

OFFICE PHONE NUMBER _____

(Note: If the activity is a wedding reception, please provide information for both the bride and the groom. Also, who the person is that is responsible for the building if the bride and groom leave before the end of the reception.)

This agreement is entered into this _____ day of _____, 20 _____

Signed _____

Renter/Responsible Person

 Rental Agent for Bondurant American Legion Post #396

Send Check and Rental Agreement to:

Kirsten Bugge, Rental Agent 515-967-3433
 103 3rd St SW, Bondurant, IA 50035

If paying by check or money order, please make payable to the **Bondurant American Legion Post #396**

Rental Fee Schedule:

<u>Room</u>	<u>Rental Fee</u>	<u>Room Capacity</u>	<u>Cleaning/Damage Deposit</u>
Large Room	\$300.00	220 <u>with</u> tables/chairs	\$300.00
Small Room	\$100.00	50 <u>with</u> round tables/chairs	\$100.00
Kitchen	\$100.00	--	\$100.00
Night before	\$ 75.00		

Event for Decorating or Event for set-up only

FOR LEGION/RENTAL AGENT USE ONLY:

½ Rental Fee	\$ _____	# _____	Date _____
Rental Fee Balance	\$ _____	# _____	Date _____
Damage/Cleaning Fee	\$ _____	# _____	Date _____
Damage/Cleaning Fee Refunded	\$ _____	# _____	Date _____

This agreement is entered into between the undersigned parties for the purpose of renting certain areas of the Bondurant American Legion Hall at the above location.

The renter agrees to rent the **(circle rooms)** **Large Room** **Kitchen** **Small Room**

on (date) ____/____/____ for the purpose of _____
(beginning time) _____ to Ending time _____.

and agrees to a rental fee of \$ _____ **(total amount)**. The renter **DOES/DOES NOT (circle one)** wish to have access to the building after **5:00 p.m.** on the evening prior to the event for the purpose of setting up and decorating for an additional fee of **\$75.00** (provided the building is not in use by another individual or group.) Date/Time to meet at Legion Hall to exchange keys and checks. _____

The renter agrees to pay \$ _____, which is 1/2 of the total rental fee, to officially place the event on the Legion Hall calendar. If paying by check or money order, please make payable to the **Bondurant American Legion Post #396** If the reservation is canceled less than 180 days prior to the event, ALL of the prepaid rental fees will be forfeited.

The renter agrees to pay \$ _____, the balance of the rental fee and \$ _____, for the cleaning/damage deposit, at the time they receive the building key. (If this is a Saturday or Sunday morning, the key will not be available before 7:00 a.m.). **The remaining rental fee and the cleaning/damage deposit shall be paid in cash.**

The renter agrees to reimburse Post #396 for any clean-up required after the activity, if said clean-up has not been performed by the renter immediately following the activity. The damage or clean up deposit refund due to the renter will be sent to the renter within one week after the building inspection following the event.

The renter agrees to reimburse Post #396 for any damages to the structure, contents, furniture, fixtures, etc., that occur during the activity or are attributable to the activity. The renter agrees that any clean-up or damage fees will first be deducted from the deposit. Any additional amounts due for damage or clean-up will be paid by the renter within 20 days of the billing. The renter agrees to pay any legal fees required in collecting the damages.

Rental fees cover the agreed upon room or rooms at the agreed upon times. Use of other rooms will be charged accordingly (ie: use of the kitchen when use was not indicated or scheduled, children playing or any other activity conducted in a room which was not rented, etc.)

The renter agrees to conduct all activities on the premises in such a manner that no adverse publicity or criticism will be made to the renter, to the Post, the Rental Agent, or to any member of the Post. The renter agrees to abide by the provisions of the "Guidelines For Use Of the Post #396 Building. **This agreement should be shown to all those that will be responsible for the clean-up of the building.**

Post #396, its officers and members, and the rental agent, assume no responsibility in case of accident or loss during the activity covered by this agreement while on the premises. Post #396, its officers and members, and the rental agent, assume no responsibility for any injury, accident, or loss off the premises due to food or beverage furnished by the renter to any of their guests.

A local law enforcement officer, Post Member, or Rental Agent is authorized to enter the premises for periodic inspection during the activity. All applicable State of Iowa laws are expected to be upheld. Fines for violations are the responsibility of the renter.

All rented areas are designated “Animal Free Area – only exception service animals, & **NO SMOKING**” and are identified as such by posted signs. Smoking is permitted outside the building, with proper disposal in the containers provided. Your cooperation in this matter is appreciated and expected.

GUIDELINES FOR USE OF THE POST #396 BUILDING

The members of the Samuel H. Bridge American Legion Post #396, Bondurant, Iowa welcome you to use the building and its facilities. We do ask that such use be well supervised and that the following guidelines be followed. Each group or renter is required to be knowledgeable of these guidelines and to have a responsible person(s) designated to see that the guidelines are followed. These general guidelines are given in the hope that we may work together to provide this facility to our community and to you for your activity. Specific questions not addressed in these guidelines should be address to the Post Commander or Rental Agent.

1. All areas are designated “**NO SMOKING**” and are identified as such by posted signs. Smoking is permitted outside the building, with proper disposal in the containers provided.
2. The facilities must be left as clean as they are found. We try to keep the building clean, serviceable, and available for use by the community. Your cooperation in this is appreciated, and required, if continued use of the facilities is desired. Floors must be swept, vacuumed or mopped as appropriate to the floor covering in the areas used. Brooms, mops, cleaning pails, etc. are furnished. All counters must be wiped off cleaning spray & paper towels are provided for you. **These must stay in the rooms please do not take.**
3. Cleaning and damage deposits will be returned to the renter, with deductions made for cleaning which was not done by the user or for damage to the building or property.
4. The chairs and tables may be used, however, they are **NOT** to be used outside the building. Table coverings must be provided by the renter or group. The eight (8) foot tables and chairs used in the large room must be cleaned and racked, as part of the clean-up duties, unless you are instructed otherwise. The round tables, two six foot tables, and folding chairs in the small room may **NOT** be moved from that room. NO American Legion or American Legion Auxiliary property is to be removed from the building, or used outside the building. Do not take dishtowels or kitchen utensils out of the building. **Use of rooms not rented will result in damage/cleaning not being returned.**
5. All lights must be turned off before you leave the building. Check and lock all doors upon exiting the building at the completion of your activity. The building must be locked at all times when the building is unoccupied.
6. All trash is to be placed in bags and taken to the garbage dumpster outside.

7. In the winter, the thermostat may be set at 72 degrees during building use. Before you leave, the thermostat must be returned to 55 degrees in the large room and 60 degrees in other areas. In the summer, the thermostat must be set no lower than 68 degrees for cooling while the building is being used. At other times during the summer, the thermostat must remain at 80 degrees. **DO NOT turn off the thermostat.**
8. No equipment, crafts, or privately owned materials should be left overnight unless prior permission is granted. No responsibility is assumed by Post #396 or the Rental Agent for materials left with or without permission.
9. Hot water at approximately 120 degrees is furnished. No one is authorized to adjust the water heater temperature control. Post #396 and the Rental Agent assumes no responsibility for burns, scalds, etc.
10. **At no time are children or minors to be left in the building, or on the premises, without the supervision of an adult. This applies to the parking areas and grassy areas also.**
11. For the purpose of decorating or setting-up, access to the building after 5:00 p.m., on the evening prior to the event is available for additional fee of \$75.00 – provided the building is not in use by another individual or group. ***if needing use of the building the night before for a rehearsal dinner or a party a full days rental amount for that room will be charged.**
12. Flags, plaques, pictures, and other building wall décor may **NOT** be removed or covered. **No sparkle/sprinkle table decorations may be used anywhere in the building.**
13. No holes are to be made in the walls, ceiling, or floors by using pins, nails, staples, etc. Use of tape or other sticky material is discouraged. If you use tape or other sticky material, you assume responsibility for any surface damages to Post #396 property or equipment. **Removal of decorations is considered part of normal clean-up.**
14. Kitchen: The **counter top** is NOT to be used as a cutting board. A cutting board is provided. **There are NO garbage disposals.** Dispose of potato peelings and other scraps in the garbage can, **NOT down the sink drain.** **You are to provide your own dish towels, dish cloths, soap, rags, etc.** Trash is to be taken out to the dumpster. Faucets must be shut off.
15. Bathrooms: The Post will furnish one roll of toilet paper per toilet. You must provide additional paper items, if needed. The stools are to be checked to be sure the water is not running. Faucets are to be shut off. Trash is to be removed.
16. Post #396 and the Rental Agent assumes no responsibility for injuries suffered on or near the Post facility or grounds.