

# School/FFA/4H Rental/Use Agreement effective January 1, 2019

Floyd County Youth Enrichment Center

## General Building Information:

- Rental Manager: Will open the building and provide direction as needed. Manager will not set up, serve, or be involved with the event.
- Parking: There is no cost for parking.
- There is NO access for a telephone for you to use. Be sure you have a cell phone for emergencies.
- No smoking is permitted in the Youth Enrichment Center Building or rooms.
- No outside alcohol may be brought in at anytime as we hold the proper state liquor license.
- Food/catering: It is your responsibility to provide food or hire a caterer. The YEC does not cater.
- Decorations: You are responsible for all setup and removal of decorations that you choose to use. The YEC does not rent out decorations.

## Building Amenities:

- **Tables and chairs:**
  - Tables and chairs are provided and should be cleaned and stored in the southwest storage closet. A map of the table and chair storage is posted inside the southwest storage room.
- **Wireless internet:** is provided free of charge just ask for the password
- **Technology:** There is a sound system and video capability for you to use. Please ask manager.
- **Stage:** A portable 8' X 36' stage is available for for use.
- **Kitchen Use:**
  - The Kitchen is equipped with refrigeration, sink, dishwasher, stove and oven and fire suppression hood and is available for use. **Clean up is required or you will be billed for it.**
- **Dumpsters:**
  - Are available for your use and are located outside on the Southeast of building. Please follow the trash and cardboard policies or **you will be billed for it.**
- **Bar Option:**
  - Is available depending which rental option you choose and includes 2 bartenders for 5 hours. Each additional hour/s will be billed following your event at a rate of \$30 hour until your event ends. No alcohol is allowed to be brought in at any time.

## Payment Policies:

### Rental Fee:

There is NO RENTAL fees for the Schools, FFA Chapters or 4H to use.

- An access code will be issued the week of your event. It will be changed immediately following your event.

### Damage/Cleaning Billing:

If everything is found in a neat, clean, and respectable condition and all alcohol and building policies are followed there will be no charges. If any extra cleaning needs to be done, lights or electrical units are left on, any damages found, or there are items missing such you will be charged.

### Insurance:

Proof of Insurance is required for all activities. Minimum Insurance needed is \$500,000.

- Insurance for your guests is your responsibility not the Floyd County Fairgrounds/Fair Society /Fair Board.

**Clean-up Responsibilities:**

Please use the following as a checklist for your clean-up responsibilities:

	Trash Removed from all rooms/areas and put in dumpster on the south side of building
	Kitchen- counters and appliances wiped clean with cleanser and sanitizer, sweep and mop floors and garbage removed and relined
	Bathrooms- sinks and toilets cleaned, sweep and mop floors and garbage removed and relined
	Tables & Chairs- wipe clean and properly store in west storage room- see placement map on door
	Main floor- all garbage removed, sweep and mop floors supplies in East utility room
	Building Doors- all entrance/exit doors locked when leaving
	Lights- all dimmers and lights in off position

By signing below, renter acknowledges that he/she has  
Read and agrees to all above terms and conditions.

**Responsible Party**

**Youth Enrichment Center Manager**

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact number: \_\_\_\_\_

Contact number: 641-330-5018

Email: \_\_\_\_\_

Email: htslc@hotmail.com

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

Address: P.O. Box 301  
2516 Seven Mile Road

City, State, Zip: \_\_\_\_\_

City, State, Zip: Charles City, IA 50616

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

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

**Type of Event being held:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_