

# City of Clear Lake Lakeview Community Room Rental Agreement

Located at 10 N Lakeview Drive  
(Back side of Bandshell at City Park)

**NEW! Avoid Paperwork! YOU CAN RESERVE & PAY ONLINE @ [cityofclearlake.com](http://cityofclearlake.com)**  
However, if you are applying for the non—profit rates, you must complete this form and submit proof of non-profit status.

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_

Name of Group/Organization (if applicable) \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Daytime Ph# \_\_\_\_\_ Evening Ph# \_\_\_\_\_ Cell Ph# \_\_\_\_\_

City of Clear Lake  
PO Box 185  
Clear Lake, IA 50428  
Ph: (641) 357-5267

## Reservation Information

Date(s) Reserved \_\_\_\_\_

Time of Reservation ~ FROM \_\_\_\_\_ TO \_\_\_\_\_ Estimated Number of Participants \_\_\_\_\_  
(please allow time for set-up and clean-up in your reservation request)

Event or Purpose of Reservation \_\_\_\_\_

## Please Read Carefully Before Signing

I understand that the fee is \$\_\_\_\_\_ and must be paid to the City of Clear Lake before a reservation may be confirmed.

**I understand that the damage/cleanup deposit of \$50 is due at the time I pick up the key to the facility and is a separate check (no cash).** I agree to clean up the facility before departing per the usage policies.

I hereby agree to follow and enforce all Lakeview Community Room policies and regulations and acknowledge that I have received and read a copy of such rules. I certify that I am responsible for the protection of the room and its contents during the length of this reservation. I further understand that the City of Clear Lake reserves the right to cancel this rental agreement for any reason if deemed necessary. I understand and agree that no insurance is provided by the City of Clear Lake and that the City of Clear Lake will not be held responsible for accidents. The person completing this application must be at least 18 years of age.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please pick up the key to the facility on the business day prior to your reservation between 8 am & 5 pm at City Hall. If your reservation is on a weekend, please pick up your key on Friday. If this does not work, you must contact us prior to this time to make alternative arrangements. A \$50 deposit check (not cash) is due at the time you pick up your key. City Hall is located at 15 N 6<sup>th</sup> St and the phone # is 641-357-5267.**

**Office Use:** Staff Initials \_\_\_\_\_  
Rental Fee Ck# \_\_\_\_\_/\$\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Rec# \_\_\_\_\_  
Deposit Ck# \_\_\_\_\_/\$\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## LAKEVIEW COMMUNITY ROOM USE POLICIES

**The Lakeview Community Room is located at 10 N Lakeview Drive, Clear Lake.** The facility has a beautiful view of the lake and is located on the back side of the Bandshell at City Park. There is a kitchenette, with sink, microwave, and small refrigerator/freezer. There are ten (10) 8' long banquet tables and 100 chairs. There are plenty of electrical outlets. You are responsible for setting up/taking down tables or chairs that you use and placing them on the respective caddies and in the storage room before leaving. **Room capacity: 135 without tables set up or approx. 64-80 adults at tables.**

### GENERAL PURPOSE STATEMENT

The Lakeview Community Room's purpose is to serve the general public. The facility shall be generally available for use by area civic, charitable, or non-profit organizations and for public and private meetings or parties. The facility shall not be used for profit-making activities or any other activity not consistent with this general purpose statement.

### RENTAL FEE SCHEDULE

#### **General Rates**

**\$75 for a 3-hour rental; add \$25 for each additional hour. A full day rental is \$325.**

#### **Non-Profit Rates (for Educational and/or Non-Profit Groups/Organizations)**

**\$50 for a 3-hour rental; add \$10 for each additional hour. A full day rental is \$125.**

**To request non-profit rates, submit a paper application with proof of non-profit status**

### RESERVATION PROCEDURES

#### **For the General Public:**

**On the first day of business in December,** requests from individuals/groups will be accepted by paper application for the coming calendar year. For fairness, all requests received on or before the opening day of reservations must be accompanied by a completed Lakeview Room Rental Agreement and full payment, and will be held and processed at the close of business. No online or phone reservations will be taken. Where we receive multiple requests for same date/time, these will be processed by random drawing.

**Following the opening day of reservations,** all requests (online, phone or mail) are handled on a first-come, first served basis. Online and paper reservations are available. Phone reservations may be tentatively scheduled and held for 7 days. If the rental agreement and rental fee are not received within 7 days, the reservation is canceled.

**For Standing Special Community Events:** Requests from organizations hosting standing community special events must be received at the City of Clear Lake by December 1 of the year prior. These events must be approved by the Parks & Recreation Board and require a Special Event Application Package.

### DAMAGE/ CLEAN UP/ KEY DEPOSIT

When picking up the key for the meeting room, a deposit of \$50 shall be paid by check payment only. All groups are required to clean up when the rental is complete and place all trash in bags in the west storage room. The deposit check will be shredded if the key is returned and the room is left clean, undamaged and in the same condition as prior to your rental. Damage or extra cleaning will be charged on a time and material basis and will be deducted from the deposit. If the room is damaged, the party signing the rental agreement and the group shall be jointly and severally responsible for the reasonable cost of repair. The individual and group shall be responsible for reasonable expenses related to collecting amounts owed for damages.

### REFUNDS / CANCELLATIONS

A full refund will be given on cancellations made fourteen days or more prior to the reservation date. A fifty percent (50%) service charge of the rental fee will be held for cancellations made less than fourteen days in advance.

### ALCOHOLIC BEVERAGES & OTHER BUILDING USE RULES

Beer & light wine (wine or wine drinks with an alcohol content of 5 percent or less by weight) is allowed, but no kegs or hard liquor. Alcohol may not be sold. Alcohol may only be consumed in the Lakeview Room—not in/on the restrooms, street or sidewalk. A uniformed Clear Lake Police Officer may conduct an inspection to ensure compliance with all laws, regulations and rules. Smoking is not permitted. You may not collect an admission fee for any activity. No business-for-profit is permitted. No glitter or confetti allowed.

### ACCESS TO FACILITY

Please make arrangements in advance to pick up a key. In courtesy to others, arrival and departure times must be adhered to.

### RESPONSIBILITY FOR PREMISES / LIABILITY

The person who signs the rental agreement on behalf of the renting group or organization stipulates that he or she is acting with authority of said group and is responsible for the care and supervision of equipment and facility areas in addition to enforcement of all building rules. The person signing the rental agreement and the group shall hold the City of Clear Lake harmless from any and all claims arising by virtue of the activities of the group. The person signing the rental agreement and the group agree to indemnify the City for any costs or attorney fees incurred resulting from a claim arising under the above circumstances.

### ADDITIONAL NOTES

Sometimes after a reservation has been confirmed for the Lakeview Community Room, a special event may be approved for City Park, which may require your event be cancelled or limit parking or affect your access to the facility due to street closings approved by the City Council, and may include noise in the park and/or bandshell. We cannot be held responsible for situations, which may arise in instances such as these.

## CLEANING AND CLOSING PROCEDURES FOR LAKEVIEW COMMUNITY CENTER

**Wi-Fi Availability:** The password for the wi-fi is [lakeviewroom](#)

The time period you reserved should include the time needed to set up and to also return the room back to its original state. Please do not drop off items prior to your reservation time. Below lists your responsibilities:

1. Put tables back in storage room.
2. Return chairs to chair caddy until full – put rest of chairs at top of back stairwell, not blocking doorway.
3. Tie and place full and partially filled garbage bags in the west storage room with furnace - we will dispose of. Place new garbage bags in cans for the next group. There are extra garbage bags under the sink or in storage room. Please do not place garbage bags outside.
4. Remove all tape from the wall. Clean up any spills or messes on the carpet.
5. Clean kitchenette area. Make sure refrigerator is clean & remove your items.
6. Vacuum the room and both entry ways. Do not decorate with glitter or confetti. Vacuum is in the storage room and will need the power strip/extension cord to reach all areas.
7. Lock inside doors that lead to the restrooms.
8. Check the room to be sure you have taken all of your items.
9. Turn off all lights.
10. Lock outside doors leading in/out of the Lakeview Room.
11. Return your key to City Hall within 24 hours (if during the evening or weekend, place the key in the water payment drop box located in the City Hall parking lot located at 15 N 6<sup>th</sup> St.)
12. If the room is clean (with no stains on the carpet), the key returned timely, the above list is completed, and you've complied with all Lakeview Room Use Policies, we will shred your deposit check.

### **Problems or Concerns? (There is a phone in the storage room)**

**Parks & Recreation Office** (during normal business hours) -- **(641) 357-7010**

**Police Department** (evenings or weekends) -- **(641) 357-2186** (They will contact P & R staff)

### **OTHER IMPORTANT INFORMATION**

\*To unlock the entrance doors, turn key in lock while holding in the black handle (on inside of door) until the latch bolt remains flush. To lock the door, turn key in the lock until the latch bolt pops out.

\*\*If an electrical outlet is not functioning, check the circuit breaker box located in the women's restroom storage room. The key unlocks that door also.

\*\*\*The temperature is preset to provide a comfortable setting. Please keep all outside doors closed and do not prop open doors. These measures will help ensure that a comfortable internal temperature is maintained.

**THANK YOU.**

# Lakeview Room Electrical Outlet Diagram

- The number of appliances that can be connected to an outlet/s depends on the total amperage of those appliances when in use.
- Connecting too many appliances with too high of amperage to the same electrical outlet or circuit will cause the circuit breaker to trip.
- No more than **20 total amps** can be connected to any one circuit.
- Only **ONE** Roaster Cooker per circuit breaker number or the circuit will trip and not work.
- The Circuit Breakers are found in the women's restroom utility closet.
- Each outlet in the room will be labeled with its corresponding circuit breaker.
- The Lakeview Room Electrical Outlets are wired to the following Circuit Breaker Numbers:

