

Akron Area Museum

601 Main Street

P.O. Box 252

Akron, Iowa 51001

Dedicated to preserving the heritage and history of the greater Akron area.

COMMUNITY ROOM RENTAL AGREEMENT

Date: _____ Individual ____ Non-Profit ____ For-Profit ____

Group Name: _____

Contact Person: _____ Phone: _____ Cell: _____

Address: _____ City: _____ State: _____

Date of Event: _____ Hours Needed: (include set-up and clean-up) _____

Type of Event: _____ Estimated Number of Attendees: _____

Room Rental \$50 ____ Cleaning Deposit \$50 ____ Key Deposit \$25 ____ Total \$ _____

I have read and agree to comply with the Akron Area Museum Community Room rental agreement rules, regulations and policies. I understand that the Akron Area Museum, Akron Historical Society, nor the City of Akron shall be responsible for injury to persons or property that may occur while the Community Room is being used. I assure you that I am at least 18 years of age. The undersigned is authorized to execute this agreement on behalf of the Group.

Signature of Contact Person

Date

USAGE FEES:

\$50 refundable cleaning and damage deposit (**paid by all renters**)

\$25 refundable key deposit for using facility when no directors are present.

\$50 Room Rental: Must be paid within 48 hours in advance of event.

RENTAL/PAYMENT AGREEMENT:

Rental agreements must be signed within 21 days of notification of intent to rent the community room in order to hold it for you event. Rental and deposit must be paid within 48 hours after agreement is received and approved. If not, the community room will be made available to the next group inquiring for rental purposes of such date. Agreements may be made within one year in advance. In case of cancellation, please refer to the following schedule:

More than 21 days before the scheduled reservation 100%

Between 14 to 21 days before the scheduled reservation 50%

Less than 14 days before the scheduled reservation 0%

COMMUNITY ROOM POLICIES

1. The use of smoking materials of any kind, and the possession of drugs, alcohol or other controlled substance, except for prescription medicine, is strictly prohibited in the museum, community room, restrooms, entry way or any other portions of the building.
2. Firearms are prohibited on the premises of the museum property.
3. The community room must be left in the same order after use as it was prior to its event. (Floor, tables, chairs, counters and etc left clean.)
4. Groups are responsible for the removal of waste, refuse or garbage from the community room after its use. (The museum does not have a garbage service)
5. The applicant is responsible for any damage to the building, furniture, or any other areas of the property, including the yard areas, during its use of the community room.
6. The community room floor is free of scratches. If any damage to the floor is found, it will result in loss of deposit and payment for repair will result.
7. Nothing is to be hung on the walls without prior consent. Damage to walls from such conduct will result in loss of deposit and cost of repairs will be expected.
8. The use of any amplification (music) must comply within city sound ordinances.
9. Children must be supervised.
10. All meetings must conclude by 11 p.m.
11. The museum is not responsible for lost or stolen articles.
12. There is no phone service at the museum. Please bring a cell phone in case of a need to call for emergency services.
13. There are to be no unsupervised tours of the museum without the consent of the board and its directors.
14. The restroom will be made available on the first floor and no other areas of the museum shall be accessed during the event, unless prior consent is granted.
15. Payments by check will not be held. All checks will be deposited into the museum account. Once the event has been held, a refund, if any, will be made payable to the contact person by the board treasurer within 7 days after inspection and approval by the museum board.
16. The museum reserves the right to cancel any activity, before and during any event, in which it deems that it is not complying with the proper use of the property.

Upon Leaving Check List:

- All Cleaning done **Yes or No**
- Windows Closed **Yes or No**
- Toilets checked **Yes or No**
- All Doors Locked **Yes or No**

Any of the above policies, if not complied with may result in part or all of your deposit not being returned.

Updated: April 6, 2011