

# City of Marquette

## COMMUNITY CENTER/PARK SHELTER RENTAL AGREEMENT

Community Center Resident\* ( ) - \$25.00 Fee + \$250.00 Deposit  
Non Resident ( ) - \$250.00 Fee + \$250.00 Deposit  
Audio/Visual System ( ) - \$350.00 Additional Deposit  
Park Shelter ( ) - \$25.00 Fee + \$250.00 Deposit  
Riverfront/Overlook or Boardwalk ( ) - \$25.00 Fee + \$100 Deposit

Rental Date(s): \_\_\_\_\_  
\_\_\_\_\_

Type of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ **Contact**  
**Phone:** \_\_\_\_\_

\*Resident rental consists of personal family functions and is up to the discretion of city management. Any misrepresentation of this policy will result in the forfeiture of your security deposit. A rental fee of \$\_\_\_\_\_ and security damage deposit of \$\_\_\_\_\_ must be paid to the Marquette City Clerk. It is Renters responsibility to inform City if upon arrival facility is found not clean. (Leave message 563-873-3735). If the key to the building is not returned, the deposit will be forfeited. Deposits will be returned after five days.

I have read the rental rules/agreement and understand any violation could result in the forfeiture of a partial or full amount of the security/damage deposit and I could be denied future rental of the facility.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Person Renting Facility**

Make check payable to: The CITY OF MARQUETTE. Check may be mailed to:

City of Marquette  
PO Box 7  
Marquette, IA 52158

Do not write in this space - Office Use Only

Total Rental Amount Received \$ \_\_\_\_\_  
Type of Pymt \_\_\_\_\_

Security Deposit Received \$ \_\_\_\_\_  
Type of Pymt. \_\_\_\_\_

Date Key Issued \_\_\_\_\_

Key Returned:  Yes  No  
Facility Cleaned-up:  Yes  No

**Security Deposit:**

\*Amount to be refunded \$ \_\_\_\_\_ Type of Refund \_\_\_\_\_ Date \_\_\_\_\_ \*Explanation of partial refund: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: CLEAN UP INSTRUCTIONS TO INSURE DEPOSIT RETURN**

**City of Marquette**

**Community Center/Park Shelter Rental Fees, Rules, & Rental Agreement**

Local youth/Legion and non-profit community organizations will be allowed to use the facilities free of charge (excluding sound system) at the discretion of the Mayor provided the building is not rented at that time. The facilities must be reserved prior to the day of the event. Clean up after the function is required and payment for any damages to the building during the function.

**Rules:**

1. A photo ID may be required when reserving the facility.
2. The City of Marquette will not be responsible for lost, stolen, or damaged items brought into the building prior to, during, or after the event. Nor will it be responsible for items not removed from the building after the event.
3. Renter agrees to hold the city harmless from any liability arising from the conduct of the renter or invited guests during the event.
4. The facility must be reserved through City Hall office. Reservations are allowed up to 12 months in advance. The reservation is not accepted or confirmed until the rental payment is received. A security/damage deposit will be collected not less than one week prior to the event and will be returned in full or in part five days after the event only when the key is returned and inspection of the facility and contents are found undamaged and properly cleaned. **Cleaning includes vacuuming of entire community room, pulling up mats and scrubbing of kitchen floor, wiping out refrigerator and oven. Please do not leave food in fridge or freezer. Trash Liners need to be in all garbage totes before usage.** At the discretion of the Mayor, the security deposit will be forfeited if the Room is not cleaned sufficiently or key not returned. The person signing the contract will be responsible for all damages incurred over the deposit amount.
5. **AUDIO/VISUAL SYSTEM – No Usage w/o Instruction.**
6. No alcohol sales in community room unless properly licensed. No alcohol allowed off the premises.
7. Music must stop at 11:00 p.m. Doors lock at midnight. Hotel monitors noise level.
8. **NO PARKING ON SIDEWALKS FOR LOADING OR UNLOADING** of tables chairs or supplies.
9. **NO SMOKING.** Smoking inside city owned facilities is strictly prohibited.
10. **Children must be supervised by a responsible adult 18 years old or older.**
11. Minimum age for renting the facility is 18 years old. The renter must sign this form for the group and will be held responsible.
12. **When moving tables and chairs carry them – do not drag them across the floor to prevent damage. When erecting tables do not force leg locking mechanisms which will result in damage.**
13. No equipment belonging to the City of Marquette, such as chairs, tables, or kitchen equipment will be removed from the building prior to, during, or after the event.
14. All wet and dry spills must to be cleaned up at time of spill. All towels to be washed and returned.
15. Upon completion of the event, all items brought into the building prior to or during the event must be removed including all trash items. All lights must be turned off and the renter will lock the doors.
16. The security/damage deposit will be returned after inspection and everything is completed and returned to condition prior to rental.
17. The city does not allow the removal of picnic tables from city property.
18. **Community Room rental MUST utilize parking under the bridge.**
19. Other rules as prescribed thru city management.

Passed by the Mayor and Approved by the Council this 14th day of August 2018. Updated February 12, 2019.