

Southeast Linn Community Center
108 South Washington Street PO Box 511 Lisbon, IA 52253
319-455-2844 www.selinn.org

KITCHEN RENTAL AND USAGE AGREEMENT

Purpose of Rental: _____

Date(s) of Rental: _____

Name of Group: _____

Contact Person: _____

Phone Number: _____ Email: _____

Mailing Address: _____

FEES:

\$10/hour: _____ Total Cost: _____

Fees may be modified, at SELCC's discretion, for community groups, nonprofits, youth organizations and social service agencies.

KITCHEN RENTAL AND USAGE POLICIES:

- SELCC is available on a first come, first served basis. SELCC may refuse to lease the kitchen for any use that is deemed incompatible with SELCC's purposes and funding restrictions.
- The following activities are prohibited on SELCC property; gambling, smoking, consumption of alcohol or drugs, any illegal activity.
- Applicant agrees to abide by all state and county food safety regulations and requirements while using SELCC's kitchen.
- If an applicant is storing any items in the kitchen, they will be labeled and kept in the designated areas.
- Applicant agrees to remove all trash and return the facility to its original state after the event. Applicant will ensure lights, stoves and the dishwasher are turned off and all outside doors and windows are locked.
- Indemnity. Any Group or Individual named above using the facility agrees to indemnify and hold harmless the Southeast Linn Community Center for any and all claims, damages or injuries, including attorney's fees and costs, made against or sustained by

Southeast Linn Community Center whether directly or indirectly as a result of the above named Group's or Individual's use of the facility.

- Facility Reservations may be changed, rescheduled or cancelled by SELCC staff if the situation deems it necessary. The staff will give as much notice as possible. Deposits and reservation fees will be refunded. The SELCC or its staff is not responsible for any losses that may result in the event of a change, rescheduling or cancellation of an event reservation.

KEY POLICY: Key Issued: YES or NO

- Ensure only group participants are admitted into SELCC and that all participants have left prior to the building being secured.
- Secure all SELCC property before leaving the facility.
- Keep SELCC updated on dates and times for the group's use of the building.
- Abide by all facility rental and usage policies.
- Return the key within 5 business days if using for a one-time event.
- Check out only one key per group.
- Never duplicate the key or allow unauthorized use.
- Surrender key upon request.

I, _____, agree to the above Rental, Usage, and Key policies and understand that abuses of this agreement will result in the loss of our group's ability to rent the building and/or check out keys.

Signed _____

Date _____

Office use ONLY:

Name of Staff Member approving agreement: _____

Key Issued by: _____ Date issued: _____

Date to be returned: _____

Key returned to: _____ Date returned: _____