



Youth Center Use Agreement

City of Pleasant Hill Parks and Recreation
 www.ci.pleasant-hill.ia.us
 515-262-9368 Fax: 515-262-9570
 5160 Maple Drive, Suite A, Pleasant Hill Iowa 50327

Contact Information

Organization:		Applicant's Name:	
Category <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other (specify below)			
Home Phone:		Work Phone:	Cell Phone:
Email:		State ID# (for non-profit):	
Address:			
City:		State:	Zip:

KEYS NEED TO BE PICKED UP AT PLEASANT HILL CITY HALL, 5160 MAPLE DR. BETWEEN 8AM AND 4PM THE DAY OF THE EVENT.
FOR WEEKEND RENTALS, KEYS MUST BE PICKED UP THE FRIDAY PRIOR TO THE EVENT.
 DURING THE MONTHS OF APRIL, MAY, AND JUNE THE RENTER ACKNOWLEDGES THAT THERE IS LIMITED PARKING AT THE YOUTH CENTER DUE TO OTHER ACTIVITIES IN THE PARK.

Youth Center

(HOURS: 8:00 AM to MIDNIGHT)

Rates:		
Monday through Friday – Charged per day or hourly rate with a 4 hour minimum.		
Saturday & Sunday – Charged at daily rate.		
Rental Classification:	Hourly	Daily
Non-Profit: Including, but not limited to civic, service, government, religious, scouts and youth organizations. Must have 501.C3 certificate as defined by the IRS, to determine non-profit status, a tax exempt ID number and/or organizational or event budget may be requested at the time of reservation. (8 hrs free/mo Monday-Thursday)	\$30	\$190
Private: Meetings, private parties, receptions, reunions, private interest groups who charge admission and dues for their own purposes, businesses conducting in-house training for their own employees.	\$50	\$375
Commercial: Businesses soliciting customers for sales.	\$70	\$500

HOURS: 8:00AM to MIDNIGHT

This includes your set up time and tear down/clean up time. All parties must be out of the building and the building must be locked at midnight. Failure to abide by the rental agreement dates/times will result in loss of deposit and future use of the building.

Rental Details

Date of Event	From Set Up	Time of Event	From Clean Up	Total Hours	Total Charge
Estimated Attendance:	Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other (specify):				

(Office Use Only)

Fees & Charges (Payable by cash or check) Make checks payable to the City of Pleasant Hill

Rent Paid:	<input type="checkbox"/> Cash or <input type="checkbox"/> Check #	Receipt #	Processed by:	Date:
Deposit Paid:	<input type="checkbox"/> Cash or <input type="checkbox"/> Check #	Receipt #	Processed by:	Date:
Key & Deposit Return to (Signature):			Processed by:	Date:
Deposit Retained (Explanation):			Processed by:	Date:

Additional information / signature required on back (over)

General Policy Information

Reservations:	<p>If considering one of the following special uses the applicant will need to schedule a meeting with city staff: Erecting tents, inflatables or rides, amplified sound, open to the public, limiting public access to the park (fences/barricades), closing or blocking roads or parking, vehicle access off of the road or parking, selling of food or alcohol.</p> <p>Reservations will be granted on a first come first serve basis. Priority shall be given to the city sponsored event. The city will assess fees to the applicant according to city services provided. All users must submit the facility use agreement with payment in full to guarantee reservation. City sponsored events are not charged and security deposits are waived. Local leagues must have a league season lease agreement with the city for the use of specific ball field facilities. Each applicant shall be bound by all city rules and regulations and all applicable ordinances.</p>
Access/Keys:	<p>Access to the facility is only for the time(s) indicated on the agreement. Keys are obtained at city hall during regular business hours. Requests to obtain the key after business hours will result in a \$50 service charge. The deposit shall be retained until the key is returned. The contact person shall return the key to the city hall no later than 4:00 p.m. of the next working day. If the key is lost or stolen the user is responsible for the cost of changing the locks & keys on the facility. The user is responsible for reporting loss of key, to the Pleasant Hill Police Department.</p>
Refunds:	<p>The city does not honor refunds for cancellations due to inclement weather. Cancellations must be made 30 days prior to the reserved date in order to receive a refund; less a \$10 cancellation fee for shelters and a \$50 cancellation fee for the Youth Center. There are no guarantees or refunds regarding the facility's suitability to the event, including but is not limited to; parking, appliances, heating or cooling, electrical (such as access to power and/or blown circuit breakers) and water supply. Appeals for refund may be made to the Park & Recreation Commission.</p>
Non-Compliance:	<p>Failure to abide by the facility use policy will prevent future reservations of any city facility. The Director or designee shall have the authority to summarily revoke a reservation upon finding a violation of any provision, thereof, or upon finding a violation of any City Ordinance, Rules and Regulations. The City reserves the right to refuse and cancel any rental at any time. Discrepancies and requests that are not consistent with this policy may be reviewed by the Park & Recreation Commission.</p>

Youth Center Use Policy

Conditions:	<p>Requests to lease the youth center shall be reviewed by the city's park & recreation and police department prior to approval. The city reserves the right to deny access to the youth center at the city's sole discretion.</p>
Security Deposit:	<p>All parties represented by a resident of Pleasant Hill other than city sponsored events, library, and elections must provide an indoor facility security deposit of \$250 which must be paid at the time the key is picked up. Parties not represented by a Pleasant Hill resident must provide a security deposit of \$500.</p> <p>The user is responsible for reporting any loss or damage to the Pleasant Hill Police Department.</p>
Prohibited Uses:	<p>No decorations on walls or ceiling. Smoking and alcohol is prohibited.</p> <p>No furniture, equipment or any other item may be removed from the interior of the youth center.</p>
Inspections:	<p>The renter should complete the inspection checklist and return it with the key. The deposit will be returned upon completion of facility inspection and verification from the police department of no incidences. The deposit will be returned no sooner than two working days after the event. The entire deposit will be retained by the City of Pleasant Hill if the condition of the facility is not left in accordance to the facility inspection form, for use of the building after midnight, loss of Youth Center Key, or if the City of Pleasant Hill Police Department is required to respond to calls of disturbance at the facility.</p>

Liability

The undersigned, being of legal age and in consideration of the opportunity to use certain facilities of the City of Pleasant Hill Parks and Recreation Department, and to participate in the activity identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity, and I further agree to indemnify and hold harmless the City of Pleasant Hill, the Parks & Recreation Department, their officials, and officers, employees, agents, and representatives, from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to a third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed form.

Further, I have read and understand the Park Regulations, as codified at Chapter 47 of the City Code, and the Pleasant Hill Parks and Recreation Facility Use Policy, and agree to abide by them, to ensure that other invited participants abide by said regulations and conditions, to assume responsibility for any theft, loss or damage of equipment, facilities, and grounds as a result of such use, and to fully reimburse the City for the expense of any theft, loss or damage, including excessive cleanup.

RENTER'S Signature

Date



Youth Center Inspection Check List

City of Pleasant Hill Parks and Recreation
 www.ci.pleasant-hill.ia.us
 515-262-9368 Fax: 515-262-9570
 5160 Maple Drive, Suite A, Pleasant Hill Iowa 50327

Inspection Checklist

(Hours: 8:00 am to midnight)

<ul style="list-style-type: none"> ○ Upon entry, survey the facility; identify all security and cleaning issues that are not OK according to the list below. ○ Report all damage and/or unacceptable conditions immediately. ○ For concerns during your event please call 515-208-5216 	Entry OK	Exit OK	Comments
Refrigerator, freezer and oven empty and wiped clean (All food and beverages removed)			
Floors dry mopped and if needed, wet mopped			
Rugs vacuumed			
Walls and kitchen cupboards wiped clean			
Tables, chairs, sinks and countertops wiped clean			
All garbage (including restroom's) taken to dumpster (Re-line receptacles with new bags) (Dumpster lids shall be closed)			
Used cloths & towels rinsed & left to dry in cleaning closet			
Tables & chairs placed in the storage room			
Lights in the main hall are shut off (All others are on sensors)			
Restrooms toilets flushed and cleaned			
Restroom sinks wiped clean			
Fire Exit door inspected to assure that it is securely shut			
Fireplace shut off			
Front door locked			
Survey the grounds and dispose of trash that may have been left by your guests.			
Cleaning closet equipment cleaned, emptied and stored			

Note: No decorations on walls or ceiling.

Your input is important to us. We appreciate any recommendations that would help the rental experience better.

 RENTER'S Signature

 Date