

RENTAL AGREEMENT  
LEGION/COMMUNITY HALL  
CITY OF HAZLETON

All activities held in the hall begin only on the day of your event; you may enter the hall at 7:00 AM, and must conclude by 2:00 AM, cleaning must be completed by 3:00AM. **HALL MUST BE CLEANED THE SAME DAY YOU USE IT AND ALL PERSONAL ITEMS REMOVED, OR YOU WILL BE CHARGED FOR TWO DAYS. RENTAL PARTIES MUST RESTORE LEGION HALL TO ORIGINAL ORDER.**

- No food or beverage on carpet area**
- Beer keg must be brought in back door**
- No tape or tacks on walls or tables**
- When air or heat is on do NOT leave door open**

CLEANING PLOICY

- Wipe/clean tables & chairs/return to original position
- Clean kitchen, removing all items from refrigerator and stove
- Sweep floor, wipe up all spills
- Clean bathrooms, please check stool for running water
- Place trash/garbage in dumpster behind Fire Station.
- Pick up trash outside hall and place in dumpster
- Turn off fans and lights, set thermostats at 60 wintertime, turn off air conditioning in the summer
- Lock front and back door, as soon as you finish cleaning
- **\$10.00 WILL BE DEDUCTED FROM DEPOSIT FOR EACH ITEM ABOVE THAT IS NOT DONE**

City will not be responsible for any decorations or items placed or left in the hall. (Anything left in the hall will be disposed of.) Deposit will be refunded if above rules are followed, hall has no damages, is left clean, and tables and chairs are returned to their original place. Outside needs to be left in the same condition as before your event. If a deduction and/or additional cost to the deposit occur, you will receive an itemized statement for damages and cleaning cost.

**RENTAL POLICY**

RENTAL FEE: \$125.00      DEPOSIT FEE: \$100.00

Deposit required the day you make your reservation. Rental fee is required when you get the code. Make checks payable to City of Hazleton, PO BOX 500 Hazleton, IA 50641

THE RENTER AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY OF HAZLETON AGAINST ANY AND ALL CLAIMS OR LOSS WHICH ARISE OUT OF THE RENTAL OF THE HALL. AS RENTERS OF THE HAZLETON LEGION HALL, I ASSUME RESPONSIBILITY FOR ANY DAMAGE TO THE HALL OR MISSING EQUIPMENT AT THE HALL DURING MY SCHEDULED EVENT, I ALSO ASSUME ALL RESPONSIBILITY TO LEAVE AS FOUND. IN CASE OF EMERGENCY, CITY HAS FIRST CLAIM FOR USE OF BUILDING, AGREEMENT NULL & VOID, FEE'S AND DEPOSIT REFUNDED.

**I HAVE READ AND UNDERSTAND THIS RENTAL AGREEMENT & AGREE TO THE TERMS**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Rental Fee Received: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_

Call for code to Legion Hall at City Hall the day before your event, no later than 4 PM

## Instructions for key pad entrance and locking Legion:

### Entrance:

1. Punch in the code given to you and turn the knob on the key pad
2. Open the door using the door handle

### Locking Legion:

1. Press the Schlage button at the top of the key pad
2. Turn the knob to the right, the deadbolt will turn, you will hear a click wait a moment
3. Turn the knob to the left
4. Once the lock is secure the knob will spin

### Any issues at the time of your rental contact:

City Hall – (319) 636-2559

Lisa Baych – City Clerk – (319) 238-0087

Elizabeth Miller – Mayor – (319) 283-0144

Chris Hayzlett – City Council – (319) 504-4790