

RULES REQUIRED TO FOLLOW WHEN RENTING THE CITY BUILDING

ON BEHALF OF THE MAYOR AND CITY COUNCIL WE WOULD LIKE TO WELCOME YOU TO OUR CITY OF IONA. WE ARE PLEASED YOU HAVE CHOSEN TO USE OUR BUILDING FOR YOUR EVENT. WE WOULD LIKE YOU TO HELP US BY FOLLOWING THE RULES LISTED BELOW:

1. **NO ALCOHOLIC BEVERAGES** PERMITTED IN THE BUILDING OR ON ANY CITY PROPERTY.
2. **NO LOUD MUSIC.** THIS LEVEL WILL BE DETERMINED BY AN AGENT OF THE CITY OF IONA. FAILURE TO OBEY THE AGENTS WARNING WILL BE CAUSE FOR LAW ENFORCEMENT TO BE NOTIFIED AND EVERYONE WILL BE REQUIRED TO LEAVE THE BUILDING. ANY DEPOSIT GIVEN FOR RENTAL OF THE BUILDING WILL BE LOST.
3. ALL ACTIVITIES MUST BE OVER BY 11:00 PM. UNLESS YOU HAVE PRIOR WRITTEN APPROVAL BY THE CITY OF IONA. YOU WILL BE GIVEN ONE HOUR TO COMPLETE ALL CLEAN-UP BEFORE THE BUILDING WILL BE LOCKED.
4. MAKE SURE WINDOWS ARE ALL CLOSED BEFORE LEAVING.
5. ONLY USE THE ROOM YOU ARE RENTING. DO NOT LET CHILDREN RUN INSIDE THE BUILDING.
6. BE SURE TO CLEAN UP THE BUILDING, PARKING LOT, GROUNDS, AND ANY OTHER AREA AFFECTED BY YOUR RENTAL.
7. IF YOU HAVE GARBAGE, TAKE IT TO THE DUMPSTER AT THE NORTH SIDE OF THE BUILDING.
8. THERE IS A \$300.00 CASH DEPOSIT FOR CLEAN UP. YOUR CASH WILL BE REFUNDED IF THE BUILDING IS LEFT AS CLEAN AS YOU FOUND IT, AND THE RULES WERE FOLLOWED.
9. YOU **MAY NOT** PUT ANYTHING ON THE FLOORS SUCH AS: SAW DUST, CORNMEAL, OR ANY OTHER ITEM WHICH MAY DAMAGE OR EFFECT THE FLOORS FINISH.
10. IF YOU HAVE AN EVENT ON A WEEKEND WE WILL BE GIVING YOU A KEY TO THE THERMOSTAT. YOU WILL WANT TO COME AT LEAST AN HOUR BEFORE, OR THE NIGHT BEFORE TO TURN IT ON. UNLOCK IT AND USE THE PLUS BUTTON TO GET IT TO THE DESIRED TEMPERATURE. DO NOT EXCEED 75 DEGREES.

PLEASE SIGN BELOW ONCE YOU HAVE READ ALL THE RULES. BY SIGNING BELOW YOU UNDERSTAND THAT FAILING TO COMPLY WITH THE ABOVE RULES MAY CAUSE YOU TO LOSE YOUR DEPOSIT. YOU ALSO UNDERSTAND THAT YOU MAY BE LIABLE FOR ANY OTHER DAMAGE CAUSED BY YOU OR YOUR PARTY WHILE YOU WERE RENTING THE BUILDING. IF YOU HAVE ANY PROBLEMS DURING YOUR RENTAL, PLEASE CONTACT THE CITY OFFICE MONDAY-THURSDAY 9:00 A.M.-5:00 P.M. AFTER HOURS, PLEASE CALL THE PUBLIC WORKS DEPARTMENT AT 208-716-0836.

PRINTED NAME

SIGNATURE

DATE OF RENTAL: _____ ATTACH COPY OF DRIVER'S LICENSE: _____

RESERVATION FEE PD: _____ RECEIPT NO. _____ DATE: _____

RENTAL FEE PD: _____ RECEIPT NO: _____ DATE: _____

DEPOSIT FEE PD: _____ DATE: _____

AUTHORIZED BY: _____ DATE: _____