

**STATE CENTER PARKS AND RECREATION
KAUFFMAN SHELTER / OPEN AIR SHELTER
RENTAL AGREEMENT**



Name of Person/Organization/Group _____

Address _____

Phone Number Day _____ Night _____

Contact Name(s) _____

Date Reservation For _____ Time _____

Rent Paid _____ Deposit Paid _____

Kauffman Shelter _____ Open Air _____ Both _____

KAUFFMAN SHELTER RENTAL FEES:

Due to Covid-19 the Kauffman Shelter is being rented in one day blocks: 10 am – Dark. The cost is **\$50.00** for the day. Reservations may be made up to 1 year in advance. A deposit of **\$50.00** is required for the key/cleaning. **Due to COVID-19 – Half capacity=no more than 40 people in Building.**

Initial that you accept.

OPEN AIR SHELTER RENTAL FEES:

The Open Air Shelter is rented ALL DAY: 10am to Dark. The cost is **\$25** for the day. Reservations may be made up to 1 year in advance. A deposit of **\$15.00** is required for the cleaning.

RENTAL FEES TO RESERVE THE KAUFFMAN & OPEN AIR SHELTER TOGETHER:

Due to Covid-19 both shelters can be rented ALL DAY: 10am to Dark. The rent cost is **\$75.00** for the day. Reservations may be made up to 1 year in advance. A deposit of **\$65.00** is required for cleaning.

All rental fees and deposits (paid separately) are to be paid no later than 10 days in advance of rental date. All deposits will be refunded, if key is returned, no extra time is used, if left clean and no damage has been done to the facility.

By signing and initialing this agreement, I acknowledge that I have received and read all of the rules pertaining to the Kauffman Shelter. I understand that all rules must be followed at all times during the rental period.

Signature _____ Date _____

KAUFFMAN SHELTER RULES

The following information is the facility and reservation policies for the operation of the Kauffman Shelter. The policies set forth are regularly reviewed and revised as necessary. The Kauffman Board of Directors/City Officials/State Center Police Department reserve the right to final interpretation and enforcement of the policies set forth as deemed necessary for the successful operation of the Shelter House. Kauffman Shelter House is the property of the City of State Center and is under the direction of the Kauffman Board of Directors and City Officials.

Reservations and Rental Fees and Deposits

All reservations or changes will be handled at City Hall 641-483-2559. The person making the original reservation should be the same person making any changes. Minor changes will be allowed, up until 24 hours in advance, unless it creates a conflict. If time is reduced no refunds will be given. Reservations are on a "first come first serve" basis. Reservations may be made up to 1 year in advance. **Finalization must be done by signing contract and paying rent and deposit no later than 10 days in advance of rental date.** When making reservations you will need to provide the following details: *Preferred date of event, *Time of event-beginning and ending, *Number of persons. Exceeding allotted times is discouraged due to possible conflicts. Additional rent will be collected if you go over allotted time. Please allow plenty of time for clean up.

Deposit

A deposit of \$50.00 for the key and cleaning is required at the time of reservation in addition to the rental fee. We will need a separate check for the deposit, which will be refunded, if key is returned, no extra time is used, if left clean and no damage has been done to the facility.

Set Up

Please include set-up and clean-up time in your reservation consideration. If you rent for 1 block of time, be considerate, another reservation could already be made for the 2nd block of time. **Note: Do not stand on chairs or tables, and tables must stay inside.**

Responsibility for Shelter

The contract signer is responsible for the shelter and all happenings. They are responsible for the care and safekeeping of the facility and all its contents and the enforcement of its rules.

Before leaving please make sure the following items are done:

- *The floor is swept and clean
- *The bathroom is clean
- *The sink and counter is clean
- *Garbage is emptied and taken to dumpster
- *Empty the refrigerator
- *Close all windows and lock the door

Holiday Closing

The Shelter will be closed on Easter, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve and New Year's Day after 5pm.