

Milo Community Center

113 Main Street - Box 2 – Milo, Iowa 50166 Mary Jo Ohnemus 641-942-6500/Terry Davis 641-942-6320 **Reservation/Rental Contract**

Reservations held on a first come basis.

Type of Activity _____

Responsible Party _____

Name _____

Address _____

City, State, Zip _____

Telephone: Home _____ Work _____

Cell _____ E- mail _____

Reservation: Date or Dates _____

Beginning Hour _____ Ending Hour _____

Number of people expected _____

Area to be used: Auditorium

Front Meeting Room

Kitchen

Caterer/if yes, who? _____

Phone number _____

Your signature attest that you have read, understand and agree to comply with all rules, restrictions, and procedures herein and to follow attached instructions while using the Community Center and attest that you agree to the following:

I, _____ shall indemnify, save and hold harmless the Community Center and all officers, and employees from and against any and all claims, liability, expenses, demands, actions or causes of action of whatever nature or character including attorney fees and expenses of litigation, or loss, damage or injury to any person or property of participants, guests, invitees, trespassers or any other persons arising out of or in any way connected with the occupancy or use of the Community Center by the undersigned renter or persons on whose behalf I am acting.

For Office Use only		
Rental Fee \$ _____	Date Paid _____	Check # _____
Damage Deposit _____	Date Paid _____	Check # _____
Alcohol Deposit _____	Date Paid _____	Check # _____
Attendant \$50 Cash _____	Date Paid _____	Check # _____

Facility

The Front Hall will seat 40, has a serving window to the kitchen, large coat rack, handicap restroom and hardwood floors.

The Auditorium will seat 250 plus, a 26 foot vaulted ceiling, a serving window to the kitchen, large men's restroom, large women's restroom and cement floor. The building is handicap accessible on east side of auditorium.

There are 36 - 8 foot rectangular tables and 225 burgundy chairs available for use.

The kitchen has a double door refrigerator, upright freezer, 8 burner stove with 2 ovens, a microwave oven, food warmer and a convection oven. Coffee pots and roasters are also available if needed.

Decorating/Other

NO SCOTCH OR DUCT TAPE WILL BE USED ANYWHERE – please use 3M poster tape or masking tape.

NO NAILS OR PUSH PINS WILL BE USED ANYWHERE

Please use floating or hurricane candles, no open flames.

ALL MUSIC NEEDS TO BE DONE BY MIDNIGHT - SO CLEAN UP CAN BE DONE SOON AFTER.

This is a no smoking facility. Anyone wishing to smoke must do so outside.

At no time may alcohol be sold – and anyone being served alcohol must be of age.

Milo Community Center Cleaning Check List

- Tables and chairs wiped off
- Coffee Pot cleaned (if used)
- Floors swept in all areas - spot mop auditorium/mop all others
- Put tables and chairs away unless other arrangements are made
- Garbage cans emptied, cleaned and new liners
- Garbage put in dumpster on north side of building
- Sink, counter & appliances wiped off
- Check ovens and burners are all turned off
- Restrooms cleaned, mopped and sanitary napkin containers emptied
- All decorations and tape removed
- Air conditioner (75 degrees) or furnace (60 degrees) returned to proper degrees unless other arrangements are made
- All lights turned off
- All doors locked
- Key is returned

Please take care of all of these items to ensure getting your deposit back. Thank You!

Milo Community Center
No Smoking is allowed and No alcohol Sold

Prices:

Wedding reception / Large party / Benefit

800.00 rentals

150.00 deposit

150.00 additional deposit if alcohol is served

*** Plus 50.00 cash for attendant**

Funeral

400.00 rental

100.00 deposit

Funeral meal only

150.00 rental

100.00 deposit

Benefits/Fundraisers

800.00 rental

100.00 deposit

150.00 additional deposit if alcohol is served

Other functions/graduation, reunion, etc.

150.00 rental

100.00 deposit

100.00 additional deposit if alcohol is served

Additional charges and rentals

100.00 charge to cover brick memorial wall with linen curtain

100.00 charge for ceiling ring

**** Commercial events, auctions, and all other events that don't fall under any other category will be handled on an individual basis.**

Reservations will be accepted on a first come basis. **Please make one check payable to Community Projects, Inc. for rental and deposit.** The check will be cashed and the deposit amount will be refunded unless there is damage, clean up was not completed after the event or the key was not returned. There will be a \$50.00 charge for returned checks and the rental date will not be secure until check clears or amount is paid in cash. Reservation may be made one year in advance. Community Center will keep any deposit if reservations are cancelled in writing with in (90) days of the date reserved. **Initial _____**

Please mail completed application to Community Projects, Inc. P.O. Box 2 – Milo, Iowa 50166 or Mary Jo Ohnemus Ph. 641-942-6500

Prices effective 8/21/2018